Spring 2008

STILunch - POS BackOffice

User Manual

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

The contents of this document are the property of STI. This information is intended for users of the STI suite of products only. Reproduction or redistribution of these materials to anyone other than STI customers or users of STI Software is prohibited without prior written consent from STI.

The STILunch Version 7.0 software is a suite of software applications, which includes the STI Lunch BackOffice, STI Lunch SiteManager, and STI Lunch POS Touch Screen applications.

STI, STILunch, STILunch CentralOffice, STILunch BackOffice, and STILunch POS Touch Screen are trademarks of STI.

© 2001-2008 Software Technology, Inc. All rights reserved.

Microsoft, Windows, Word and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Other product and company names herein may be the trademarks or registered trademarks of their respective owners.™

Software Technology, Inc.
USA Technology and Research Park
307 University Boulevard North
Bldg. IV, Suite 400
Mobile, AL 36688
(800) 844-0884

This document was last modified on April 9, 2008. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

Contents

STI Lunch – POS BackOffice User Manual 1

Introduction 1

BackOffice Basics 2

About this Chapter 2
System Requirements 2
- Computer Properties 2
- Database 2
- Display Properties 2
- Operating System 2
- Other Software 2
- Web Browser 2

Starting POS BackOffice 3
Log On POS BackOffice 3
Log On Error Message 4
Internet Explorer Toolbar 4
Back Office Menu Headings 5
Accessing Menu Options 5
Terminal Status 6
Transaction Reports 7
Monthly Reports 8
Participant Reports 8
Maintenance 9
Employee Tracking 9
Communications 10
Settings 11
Terminal Maintenance 11
Utilities 12

Settings 14

Overview 14
Global Settings List 15
Global Settings Review 19
- Functional Settings 19
- Colors and Fonts 26

Global Settings 33
Backup Settings 34
- Set to Multiple Backups 35
- Set to Single Backups 36

End of Day Batch Printing 36
Terminal Maintenance 37
Auto Update 43
Participant Status 45

Update Participant Status Record 46
Add Participant Status Record 46
Delete Participant Status Record 48
Product Categories 49
Add Category Record 49
Update Category Record 50
Delete Category Record 51
Serving Periods 52
Add Serving Periods 52
Update Serving Periods 53
Delete Serving Periods 53
Cafeteria Sites 54
Designate Primary Cafeteria Site 54
Modify Cafeteria Site Designations 55
Changes in BackOffice Caused by Multi-Site Feature 55
Access Cafeteria Sites 55
Add Cafeteria Sites 56
Update Cafeteria Sites 57
Delete Cafeteria Sites 58

Maintenance **59**

Maintenance Options 59
Participant Maintenance 59
Search for Participant Record 60
Add Participant Record 61
Edit Participant Record 62
Delete Participant Record 63
Add Contact Record 64
Update Contact Record 65
Delete Contact Record 66
Update Participant's Account Record 67
Product Maintenance 68
Search for Product Record 69
Add Product Record 70
Edit Product Record 71
Delete Product Record 72
Product Meal Pricing 73
Multi-Meal and Default Setting 74
Set Meal Prices for Status 75
Change Password 75
Grade 75
Menu Definitions 76
Add Menu Record 77
Update Menu Record 78
Delete Menu Record 79
Add Menu Exception 80
Update Menu Exception 81
Delete Menu Exception 81
Form Letters 82
Edit Form Letter 82
Add Form Letter 83
End of Year Procedures 84
Access End of Year Procedure 85
Grade Level Maintenance 86
Create/Refresh Training Database 89

Review End of Year Process 89

Employee Tracking 91

About Employee Tracking 91
Employee Tracking 91
Search for Employee Record 92
Add Employee Record 93
Edit Employee Record 94
Delete Employee Record 95

Reports 96

POS BackOffice Reports 96
Access Reports 96
Transaction Reports 96
Daily Count and Cash Reconciliation 97
Cash Declaration 98
Check Declaration 99
Department and A La Carte Sales 100
Transaction History 101
Reimbursable Meal Sales Detail 103
Monthly Reports 104
Daily Record Extended Report 105
Monthly Edit Check 106
Participant Reports 107
Student Listing 107
Form Letters 109

Terminal Status 112

Access Terminal Status 112
Cashier Reconciliation 112
Edit Settings for Cashier Reconciliation 113
Add Check 114
Edit Check 115
Delete Check 116
Reconcile All Checks 117
End of Day 118
End of Day (BackDated) 119
Cashier Reconciliation (BD) 121

Communications 122

Overview 122
Communication on Single System 122
Import/Export Communications 122
File Specification Templates 122
Access Communications 122
Import Photos 123
Participant Import 124
Test Import 125
Import 126
View Import History 127
Participant Export 128
Export Results 129
View Export History 130

Participant Import Settings 131
Select Existing Import Specification 132
Add Import Specification 134
Copy Import Specification 135
Standard Import Formats 135
List of Available Fields 135
SiteCode 136
Sample Fixed Width File 136
Sample Delimited File 136
Participant Export Settings 136

Terminal Maintenance 138

Overview 138
Terminal Maintenance 138
Terminal Setup 138
Add a Terminal Record 139
Delete a Terminal Record 139
Edit a Terminal Record 139
PinPad Setup 140
Edit a PinPad Mapping Record 141
Adding an Input – Output Mapping 142
Editing an Input – Output Mapping 143
Deleting an Input – Output Mapping 143
Delete a PinPad Mapping 143
Terminal Types Setup 144
Add a Terminal Type Record 145
Edit a Terminal Type Record 145
Delete a Terminal Type Record 145

Utilities 146

Access Utilities 146

Appendix A: POS BackOffice Reports 148

About this Section 148
Cash Declaration 149
Check Declaration 150
Daily Count and Cash Reconciliation 151
Daily Record Extended Report 153
Department and a La Carte Sales 155
Monthly Edit Check 156
Reimbursable Meal Sales Detail 157
Student Listing 159
Transaction History 160

Index 163

STI Lunch – POS BackOffice User Manual

Introduction

STI Lunch includes a Point of Sale (POS) solution that performs on multiple platforms. The STI Lunch POS BackOffice application provides the user with multi-platform resources needed to make informed decisions, as well as the features necessary to comply with local, state, and federal regulations.

The POS BackOffice User's Guide contains instructions for starting and logging in to POS BackOffice, configuring the system, performing maintenance activities, and generating and printing reports.

BackOffice Basics

About this Chapter

This chapter documents the procedures for starting and logging in to BackOffice and describes the toolbars that are used to move around in the application.

System Requirements

BackOffice has specific requirements.

Computer Properties

- At least a Pentium IV, with 2.4+ GHz.
- 512 MB of RAM recommended; 256 MB of RAM required.
- 4+ Gigabite hard drive.

Database

- Microsoft SQL Server 2000, SQL Server 2000 Desktop Edition, or SQL Server 2005.

Display Properties

- Use a screen resolution of 1024 by 768 pixels for best display results.
- Use a color palette of 65536 colors or true color for best display results.

Operating System

- Windows XP recommended; Windows 2000 supported; Windows 2003 supported.

Other Software

- Apache Web Server 1.3.26 required; Apache JServ 1.1.2 is required
- Java 1.5.0_05 required; Java SDK 2.0 required

Web Browser

Use Microsoft® Internet Explorer 6 with the BackOffice application.

Note: STI supports this product only if it is run with Microsoft Internet Explorer 6 or higher.

Starting POS BackOffice

Follow these steps when starting the POS BackOffice application.

1 On your Windows desktop, locate the icon for STI Lunch Back Office. It will resemble the following figure.

2 Launch the program by double clicking on the **POS Back Office** icon.

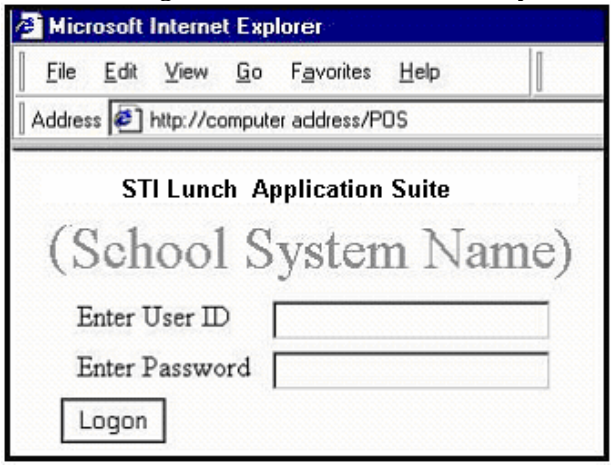
3 The Back Office log-on screen appears. This is the screen where the user 'logs on' the system. Refer to the next heading **Log On POS Back Office** for complete directions.

Log On POS BackOffice

The user has to have a valid 'user name' and 'password' to log on to the POS BackOffice application.

Follow these steps to sign-on to the POS BackOffice application.

1 After starting POS BackOffice, the Security screen appears.

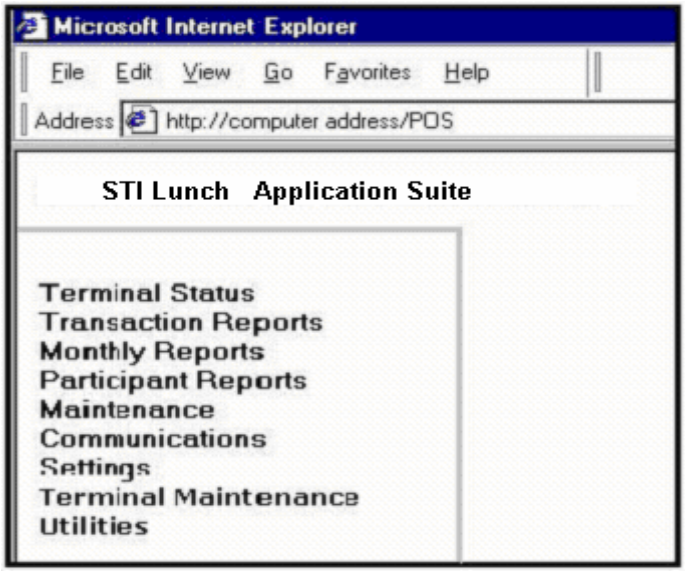


2 Click in the '**Enter User ID'** field and type your Login ID.

3 Click in the **Enter Password** field and type your password.

4 Click on the **Logon** button.

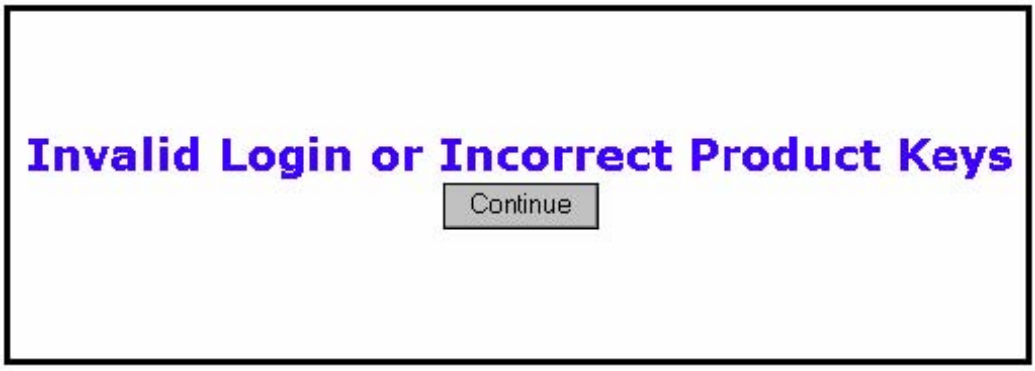
5 The Back Office Main Menu appears.



Note: You have logged on successfully when the Back Office Main Menu appears.

Log On Error Message

If you enter an incorrect name or password, an error message appears.



1 Click on **Continue**. The Logon screen reappears.

2 Enter the correct User ID and password.

3 Click on the **Logon** button.

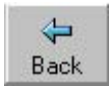
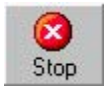
4 The Back Office Main Menu appears.

Internet Explorer Toolbar

The Internet Explorer toolbar is useful in navigating through the POS BackOffice application. The user can browse Web pages by using the toolbar buttons.

Using buttons on the Internet Explorer toolbar:

Button	Description

	To return to the last page you viewed, click on the **Back** button.
	To view a page you viewed before clicking the Back button, click on the **Forward** button.
	To return to the page that appears when you start Internet Explorer, click on the **Home** button.
	To select a Web page from your list of favorites, click on the **Favorites** button.
	To select a Web page from the list of those you visited recently, click on the **History** button.
	If a page you are trying to view is taking too long to open, click on the **Stop** button.
	If you get a message that a Web page cannot be displayed, or you want to make sure you have the latest version of the current Web page, click on the **Refresh** button.

Back Office Menu Headings

The Back Office Main Menu provides access to options underneath each of the following headings.

- **Terminal Status**. This heading allows you to access the screens to set up the terminal.
- **Transaction Reports**. This heading allows you to access the transaction reports.
- **Monthly Reports**. This heading allows you to access the monthly reports.
- **Participant Reports**. This heading allows you to access the reports on the participants.
- **Maintenance**. This heading allows you to maintain participant accounts.
- * **Employee Tracking.** This heading allows you to maintain employee records.
- **Communications**. This heading allows you to import and export information.
- **Settings**. This heading allows you to access the Global Settings, Product Categories and Participant Status.
- **Terminal Maintenance** This heading allows you to change settings for the POS terminals.
- * **Utilities**. This heading allows you to maintain various jobs and routines.

Accessing Menu Options

Follow these steps to access the different options under the headings on the Back Office Main Menu.

1 Begin by logging on to the POS Back Office. The Back Office main menu appears.

2 Locate and click on the desired heading. In the example below, the user clicks on the **Terminal Status** heading. The options display in a list under the heading.

Terminal Status
Cashier Reconciliation
End of Day
End of Day (BackDated)
Cashier Reconciliation (BD)
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired option.

4 To access a different heading, click on that heading. In example below, the user clicks on **Monthly Reports**.

Terminal Status
Transaction Reports
Monthly Reports
Daily Record Extended Report
Monthly Edit Check
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

5 The options under the heading **Monthly Reports** display.

6 To access any of the options, click on the name of the option. The screen associated with the options appears. Refer to the appropriate heading in this user's guide for information on the different options and headings.

Terminal Status

Follow these steps to access the different options under the Terminal Status heading.

1 Begin by logging onto the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Terminal Status** heading. The options available under the heading appear.

Terminal Status
Cashier Reconciliation
End of Day
End of Day (BackDated)
Cashier Reconciliation (BD)
Transaction Reports
Monthly Reports

Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired option to select it.

- o • Cashier Reconciliation.
- o • End of Day.
- o • End of Day (BackDated)
- o • Cashier Reconciliation (BackDated).

- 4 Refer to **Chapter 6 Terminal Status** for complete information on the options under this heading.

Transaction Reports

Follow these steps to access the different options under the Transaction Reports heading.

1 Begin by logging onto POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Transaction Reports** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Daily Count and Cash Reconciliation
Cash Declaration
Check Declaration
Dept and A La Carte Sales
Transaction History
Reimbursable Meal Sales Detail
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired report to select it.

Daily Count and Cash Reconciliation
Cash Declaration
Check Declaration
Dept and A La Carte Sales
Transaction History
Reimbursable Meal Sales Detail

4 Refer to **Chapter 5 Reports** for complete information on the options under this heading.

Monthly Reports

Follow these steps to access the different options under the Monthly Reports Navigation bar.

1 Begin by logging onto the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Monthly Reports** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Daily Record Extended Report
Monthly Edit Check
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired report to select it.

- Daily Record Extended Report.
- Monthly Edit Check.

4 Refer to **Chapter 5 Reports** for complete information on the options under this heading.

Participant Reports

Follow these steps to access the different options under the Participant Reports Navigation bar.

1 Begin by logging onto the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Participant Reports** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Student Listing
Form Letters
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance

3 Click on the desired report to select it.

- Student Listing.
- Form Letters.

4 Refer to **Chapter 5 Reports** for complete information on the options under this heading.

Maintenance

Follow these steps to access the different options under the Maintenance heading.

1 Begin by logging onto the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Maintenance** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Participant
Product
Change Password
Grade
Menu Definitions
Form Letters
End of Year
Employee Tracking
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired option to select it.

- o • Participant.
- o • Product.
- o • Change Password.
- o • Grade.
- o • Menu Definitions.
- o • Form Letters.
- o • End of Year.

4 Refer to **Chapter 4 Maintenance Overview** for complete information on the options under this heading.

Employee Tracking

Employee Tracking option allows you to add and edit employee personnel.

Follow these steps to access the different options under the Maintenance heading.

1. Begin by logging onto the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Employee Tracking** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Employee
Communications
Settings
Terminal Maintenance
Utilities

3 Click on the desired option to select it.

o • Employee.

4 Refer to **Chapter 5 Employee Tracking Overview** for complete information on the options under this heading.

Communications

The Communications option is an important feature of the POS BackOffice application. This section of STI Lunch is where records can be imported and exported.

Follow these steps to access the different options under the Communications heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Communications** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Import Photos
Participant Import
Participant Export
Participant Import Settings
Participant Export Settings
Settings
Terminal Maintenance
Utilities

3 Click on the desired option to select it.

o • Import Photos.

o • Participant Import.

o • Participant Export.

o • Participant Import Settings.

o • Participant Export Settings.

- 4 Refer to **Chapter 8 Communications** for complete information on the options under this

heading.

Settings

The Settings option is an important feature of the POS BackOffice application. This section of STI Lunch is where all system settings for your particular school are configured.

Follow these steps to access the different options under the Settings heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Global Settings
Auto Update Settings
Auto Updates Applied
Auto Update Log
Auto Update
Participant Status
Product Categories
Serving Periods
Cafeteria Sites
Terminal Maintenance
Utilities

3 Click on the desired option to select it.

- o • Global Settings.
- o • Auto Update Settings.
- o • Auto Updates Applied.
- o • Auto Update Log.
- o • Auto Update.
- o • Participant Status.
- o • Product Categories.
- o • Serving Periods.
- o • Cafeteria Sites.
- o

- 4 Refer to **Chapter 3 Settings** for complete information on the options under this heading.

Terminal Maintenance

This section of STI Lunch is where all terminal settings for your POS Terminals are configured.

Follow these steps to access the different options under the Terminal Maintenance heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Terminal Maintenance** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance
Terminal Setup
PinPad Setup
Terminal Types Setup
Utilities

3 Click on the desired option to select it.

- o • Terminal Setup.
- o • Pin Pad Setup.
- o • Terminal Types Setup.
- o

- 4 Refer to **Chapter 3 Terminal Maintenance** for complete information on the options under this heading.

Utilities

This section of STI Lunch is where various jobs are configured.

Follow these steps to access the different options under the Utilities heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Utilities** heading. The options available under the heading appear. The options may be different depending on the user's security group settings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance

Utilities
Job Maintenance
Database Backup
Rebuild SiteManager DSN
Purge Transactions
Run Nightly Communications
Hidden Global Settings
Re-Communicate Sales Data
Check/Fix Database

3 Click on the desired option to select it.

Job Maintenance
Database Backup
Rebuild SiteManager DSN
Purge Transactions
Run Nightly Communications
Hidden Global Settings
Re-Communicate Sales Data
Check/Fix Database

- o .
- o

4 Refer to **Chapter 9 Utilities** for complete information on the options under this heading.

Settings

Overview

Use BackOffice's Settings option to configure the system settings, set up participant status and product categories for your school. Follow these steps to access the different options under the Participant Status heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Global Settings
Auto Update Settings
Auto Updates Applied
Auto Update Log
Auto Update
Participant Status
Product Categories
Serving Periods
Cafeteria Sites
Terminal Maintenance
Utilities

3 There are nine options under the heading. Click on the desired option.

- Global Settings.
- Auto Update Settings
- Auto Updates Applied
- Auto Update Log
- Auto Update
- Participant Status.
- Product Categories.
- Serving Periods.
- Cafeteria Sites.

Global Settings List

The following table lists all of the Global Settings with their default values. Do not make changes to the settings for any of these parameters without direction from STI Support Personnel.

Config ID	Setting	Terminal ID	Value
7	Activate the Meal Building Feature	00	False
8	Activate the Transaction Recall Feature	00	TRUE
9044	Allow Alpha in POSID	00	False
134	Allow blanks between products on Menus	00	false
9	Allow Charging	00	true
3	Allow Charging of Reimbursable Meals Only	00	FALSE
153	Allow Database Photos	00	True
147	Allow enter to be used for amount due tender	00	true
201	Allow Keyboard Input	00	True
202	Allow Offline Terminal Mode	00	False
9034	Allow Refunds	00	False
9033	Allow Returns	00	False
86	Alpha Background Color Name	00	GREEN
87	Alpha Foreground Color Name	00	YELLOW
92	Alpha Keypad Font Name	00	ARIAL
94	Alpha Keypad Font Size	00	18
93	Alpha Keypad Font Type	00	BOLD
91	Automatically Sell a Meal to a Participant	00	On
143	Backup Drive	00	C:\
162	Backup Naming	00	Multiple
9039	Batch Printing	00	False
9043	Cash As Exact Tender	00	False
37	Cash Declaration Background Color Name	00	RED
39	Cash Declaration Font Name	00	ARIAL
41	Cash Declaration Font Size	00	18
40	Cash Declaration Font Type	00	bold
38	Cash Declaration Foreground Color Name	00	WHITE
68	Cash Inquiry Dialog Background Color Name	00	GREEN
69	Cash Inquiry Dialog Foreground Color Name	00	YELLOW
17	Cell Height for Student Lookup Display	00	50

172	Comm Menu Data	00	False
9020	Count All Eligible Breakfast Free	00	False
9021	Count All Eligible Lunch Free	00	False
132	Default Attendance Factor	00	100
1000	Default Lunch Time (minutes)	00	0
24	Default Meal Category	00	3
146	Deposit included in Displayed Balance	00	False
9038	Display Comment in Dialog	00	False
999	Display Screen Menu	00	True
13	Display the Happy Birthday Message	00	True
12	Display the Reimbursable Meal Price in the Journal	00	FALSE
9037	Display Warning of Previously Used Adult	00	true
121	Display Warning of Previously Used Participant ID	00	true
902	Export Program Data file Path	00	c:\communication\import\
133	Export Program Enabled	00	TRUE
903	Export Program Import Format file Path	00	c:\communication\import\
900	Export Program Log File Name and Path	00	c:\Export.log
139	Extra Meals Separate Category	00	true
148	Grade Percentile Report Lower Percentile	00	'1','2','3','4','5'
149	Grade Percentile Report Middle Percentile	00	'6','7','8'
150	Grade Percentile Report Upper Percentile	00	'9','10','11','12'
157	Homeroom Highlight Fed Participants	00	true
154	Homeroom Images	00	true
160	Homeroom Max Thumbnail Images	00	40
156	Homeroom Participant Has Eaten Foreground Color	00	Yellow
144	Host Communication (Communicate Participant)	00	True
163	Host Communication (Communicate Transactions)	00	True
140	Host Communication (Sales Data)	00	Network
155	Host Communication Participant Lookup Key	00	DISTRICTID
164	Host Communication Sales Data During End of Day	00	True
165	Host Communication Sales Data Time (HH:MM AM/PM)	00	05:00 PM
170	Host Menu Building	00	False
171	How many days to keep Menus?	00	30
9030	Is Display Total On	00	True

48	Journal Background Color Name	00	BLACK
50	Journal Font Name	00	ARIAL
52	Journal Font Size	00	20
51	Journal Font Type	00	BOLD
49	Journal Foreground Color Name	00	AQUA
30	Login Dialog Background Color Name	00	BLUE
31	Login Dialog Foreground Color Name	00	WHITE
32	Login Font Name	00	ARIAL
96	Login Font Size	00	28
95	Login Font Type	00	BOLD
16	Low Funds Warning Amount	00	199
9045	Maximum Allowable BackDate Days	00	0
11	Maximum Amount a Participant Can Charge	00	9999
10	Maximum Number of Times a Participant Can Charge	00	3
97	Meal Build Rule	00	high
58	Menu Keypad Background Color Name	00	BLUE
60	Menu Keypad Font Name	00	ARIAL NARROW
62	Menu Keypad Font Size	00	14
61	Menu Keypad Font Type	00	BOLD
59	Menu Keypad Foreground Color Name	00	BLACK
26	Message Background Color Name	00	white
98	Message Font Name	00	Arial
100	Message Font Size	00	22
99	Message Font Type	00	bold
27	Message Foreground Color Name	00	blue
20	Name of the Reimbursable Meal Type	00	Meal
70	OK Dialog Background Color Name	00	Yellow
72	OK Dialog Font Name	00	ARIAL
74	OK Dialog Font Size	00	32
73	OK Dialog Font Type	00	bold
71	OK Dialog Foreground Color Name	00	red
118	Part. Panel Comment Inactive Background Color	00	blue
84	Participant Category Dialog Background Color Name	00	black
85	Participant Category Dialog Foreground Color Name	00	yellow

101	Participant Category Font Name	00	arial
103	Participant Category Font Size	00	18
102	Participant Category Font Type	00	bold
25	Participant Category for the Adult Key	00	4
80	Participant Dialog Background Color Name	00	DARK GRAY
81	Participant Dialog Foreground Color Name	00	BLACK
104	Participant Dialog List Font Name	00	arial
106	Participant Dialog List Font Size	00	14
105	Participant Dialog List Font Type	00	BOLD
145	Participant ID Auto Process	00	False
53	Participant Panel Background Color Name	00	blue
119	Participant Panel Comment Active Background Color	00	yellow
120	Participant Panel Comment Foreground Color	00	red
55	Participant Panel Font Name	00	ARIAL
57	Participant Panel Font Size	00	11
56	Participant Panel Font Type	00	bold
54	Participant Panel Foreground Color Name	00	white
200	PinPad Brand Name	00	Genovation
128	pinPad1Port	00	com1
129	pinPad2Port	00	com2
46	POS Keypad Background Color Name	00	blue
107	POS Keypad Font Name	00	Arial
109	POS Keypad Font Size	00	16
108	POS Keypad Font Type	00	bold
47	POS Keypad Foreground Color Name	00	white
114	POS Keypad Menu Background Color Name	00	yellow
116	POS Keypad Menu Font Name	00	10
115	POS Keypad Menu Foreground Color Name	00	black
173	Print SSN on Transaction Reports	00	Yes
14	Require the Collection of Check Numbers	00	true
117	Return to Previous Menu After Product Sale	00	false
122	School Address Line1	00	122 Granite Street
123	School Address Line2	00	Suite 100
124	School City	00	Leominster
2	School Name	00	STI Lunch

127	School Phone	00	978-534-7706
125	School State	00	MA
126	School Zip	00	01453
136	Show Lunches Remaining	00	false
137	Show Total Meals Remaining	00	false
63	Status Panel Background Color Name	00	GRAY
65	Status Panel Font Name	00	ARIAL
67	Status Panel Font Size	00	14
66	Status Panel Font Type	00	BOLD
64	Status Panel Foreground Color Name	00	BLACK
111	Student Lookup Font Name	00	TERMINAL
161	Student Lookup List Width	00	300
174	Suppress Confidential ID Printing	00	False
131	Tax % 00	00	0
9036	Terminal Count	00	4
9035	Terminal License Key	00	TerminalLicenceKey
135	Variable Charge Limit	00	FALSE
158	Vertical Scrollbar Width	00	50
15	Warns Participants of Low Account Funds	00	FALSE
75	Yes/No Dialog Background Color Name	00	yellow
76	Yes/No Dialog Foreground Color Name	00	black
77	Yes/No Font Name	00	ARIAL
79	Yes/No Font Size	00	28
78	Yes/No Font Type	00	Bold

Global Settings Review

The following settings include all of the current Global Settings.

Functional Settings

Activate Meal Building Feature

When this option is set to TRUE, a la carte items specified in the Meal Build setup under Terminal Maintenance will be combined into Meal products.

Activate Transaction Recall Feature

When this option is set to TRUE, the cashier can recall the last transaction and modify it.

Allow Alpha in POSID

When this option is set to TRUE, POSID's can contain alpha characters.

Allow Blanks Between Products on Menus

When this option is set to TRUE, blank spaces are allowed between items on the menus.

Allow Charging

When this option is set to TRUE, participants can charge purchases on their accounts. (Accounts can have negative balances.)

Allow Charging of Reimbursable Meals Only

When this setting is TRUE, participants can charge purchases of 'reimbursable meals' on their accounts. (Accounts can have negative balances.) This setting prevents the participant from charging any a la carte item.

Allow Database Photos

When this setting is TRUE, participant images are stored in the POS Database. If set to false the software will try to link to an image file on the terminal's hard drive.

Allow Enter to be Used for Amount Due Tender

When this setting is TRUE, the ENTER key may be used to tender a cash amount equal to the Amount Due. If set to false, the Cash, Check, or Charge key must be pressed to tender the transaction if an Amount Due is shown.

Allow Keyboard Input

When this setting is TRUE, the terminal software will accept input from a standard keyboard.

Allow Offline Terminal Mode

Allow Refunds

When this setting is TRUE, refunds of cash from the account balances are allowed.

Allow Returns

When this setting is TRUE, returns of products for cash or account credit are allowed.

Automatically Sell a Meal to a Participant

When this setting is ON, and an account is used, by lookup or by entering the participant's ID number, a meal is automatically sold and placed in the Journal with the appropriate pricing.

CAUTION: The only valid setting to disable this option is **OFF**. Any other setting - ON, FALSE, or TRUE is read as ON by the system.

Backup Drive

This setting determines the location of the backup file that is created when the End of Day

procedure is run.

Backup Naming

This setting allows for either a single backup file name to be used which is overwritten with each End of Day (single), or a backup filename with the name of the day of the week which is overwritten when the End of Day is run the next week (multiple)

Batch Printing

When this setting is TRUE, the reports listed in the batchprint.ini file will be automatically printed at the End of Day.

Cash As Exact Tender

This is set to true when a site does not want to deduct the amount of the sale from the participant's account when the Cash key is used for tender.

Comm Menu Data

Used in conjunction with the Menu's module in SiteManager to make sure menu data in BackOffice is insycn with SiteManager. **Caution:** The user should never modify this setting.

Count All Eligible Breakfast Free

When this is set to TRUE, all reimbursable Breakfast Meals will be reported as Free Meals.

Count All Eligible Lunch Free

When this is set to TRUE, all reimbursable Lunch Meals will be reported as Free Meals.

Default Attendance Factor

This setting is used by the End Of Day function as the default attendance factor for the USDA Edit Check (Potential Over claim) Report. The default attendance factor can be overridden before running End Of Day by running the USDA Edit Check Flash report and entering the Attendance Factor in the parameter field (see USDA Edit Check Report)

Default Lunch Time (minutes)

Default Meal Category

This setting determines the category used to ring up 'a la carte' items for a transaction that has no student ID. This is a cash transaction only.

Deposit Included in Displayed Balance

When this setting is TRUE, the balance field in the participant panel on the Terminal screen is updated immediately when a deposit is added to the transaction.

Display Comment in Dialog

When this setting is TRUE, the participant comment will be displayed in an OK dialog box which the cashier has to acknowledge before continuing.

Display Screen Menu

Display the Happy Birthday Message

When this setting is TRUE and the birth date is entered into the student's account, a message stating "Happy Birthday" appears on the terminal screen when it is the student's birthday.

Display the Reimbursable Meal Price in the Journal

When this setting is TRUE, the system displays the meal price in the Journal window.

Display Warning of Previously Used Adult

When this setting is TRUE and an adult participant makes a second purchase during the current serving period, there is a warning message stating that the participant has already made a purchase.

Display Warning of Previously Used Participant ID

When this setting is TRUE and a participant makes a second purchase during the current serving period, there is a warning message stating that the participant has already made a purchase.

Export Program Data File Path

Caution: The user should never modify this setting.

Export Program Enabled

Caution: The user should never modify this setting.

Export Program Import Format File Path

Caution: The user should never modify this setting.

Export Program Log File Name and Path

Caution: The user should never modify this setting.

Extra Meals Separate Category

When this setting is TRUE, all Extra Meals are counted as category 8 (Extra Meal) status.

Grade Percentile Report Lower Percentile

This setting should contain all the grades included in the Lower Percentile separated by a comma.

Grade Percentile Report Middle Percentile

This setting should contain all the grades included in the Middle Percentile separated by a comma.

Grade Percentile Report Upper Percentile

This setting should contain all the grades included in the Upper Percentile separated by a comma.

Homeroom Highlight Fed Participants

When this setting is TRUE, the button of any participants who have already been sold a meal

under the Quick Sale screen is highlighted.

Homeroom Images

When this setting is TRUE, participant images linked to an account will be displayed on the button for that participant under the Quick Sale screen.

Host Communication (Communicate Participant)

When this setting is TRUE, Participant data will be communicated to and pulled from the Site Manager database.

Host Communication (Communicate Transactions)

When this setting is TRUE, individual Transactions will be communicated to the Site Manager database.

Host Communication (Sales Data)

When this setting is NETWORK, aggregated sales data will be communicated to the Site Manager Database. When set to FILE, an export file will be created in the communications directory. When set to NONE, the data will only be available at the POS BackOffice.

Host Communication Participant Lookup Key

This setting determines whether the District ID or the POS ID is used to look for a participant when performing a district lookup at the Terminal. District ID is **STRONGLY** recommended.

Host Communication Sales Data During End of Day

Host Communication Sales Data Time (HHLMM AM/PM)

Host Menu Building

This is set to true when menus will be built in SiteManager instead of BackOffice.

How Many Days to Keep Menus

The number of days menus are kept in BackOffice under Menu Definitions. The default is 30 days.

Is Display Total On

When this setting is TRUE, the Total of the items in the transaction will be displayed at the bottom of the sales journal.

Low Funds Warning Amount

This setting determines the dollar amount to be considered as a low account balance. The warning appears on the screen when the account balance is below the preset amount.

Maximum Allowable BackDate Days

How far back the user can re-ring sales & rerun End of Day.

Maximum Amount a Participant Can Charge

This setting determines the amount that a participant can charge before payment is required. When a participant charges purchases, the account has a negative balance.

Caution: This number should not contain a decimal!

Maximum Number of Times a Participant Can Charge

This setting determines the total number of transactions that a participant can charge items that leave their account with a negative balance.

Meal Build Rule

When this setting is HIGH, items will be combined to make a Meal based on the greatest price. When this setting is LOW, items will be combined to make a Meal based on the lowest price.

Name of the Reimbursable Meal Type

Caution: The user should never modify this setting (value = meal).

Participant Category for the Adult Key

This setting determines the category assigned to the Adult button.

Participant ID Auto Process

When this setting is TRUE, any pinpad input is transmitted directly to the Terminal software. When False the input is buffered and the cashier must press the READ LEFT or READ RIGHT key to read in the next number.

Pin Pad Brand Name

When set to GENOVATION, this setting will send a reset signal to the pinpad when the Terminal software is opened.

PinPad1Port

Caution: The user should never modify this setting.

PinPad2Port

Caution: The user should never modify this setting.

Print SSN on Transaction Reports

Allows the user to display the SSN or not in the Transaction History Report and in the Transaction Summary Report.

Require the Collection of Check Numbers

When the setting value is TRUE and a deposit is made at the terminal by check, a prompt for check number displays. The cashier has to enter the check number.

Return to Previous Menu after Product Sale

When the setting value is TRUE for the sub-menu feature, the terminal screen automatically returns to the previous menu. If the setting value is FALSE, the sub-menu screen remains until

the cashier presses the **Back** button.

School Address Line1

This setting is the first line of the address for the school.

School Address Line2

This setting is the second line of the address for the school.

School City

This setting is the city where the school is located.

School Name

This setting is used on screens and reports. This is the school name.

School Phone

This setting is the telephone number for the school.

School State

This setting is the state where the school is located.

School Zip

This setting is the zip code where the school is located.

Show Lunches Remaining

When this setting is TRUE, the system will display the number of lunches that a participant's account balance will purchase when the participant's record is accessed.

Show Total Meals Remaining

When this setting is TRUE, the system will display the number of meals (breakfasts and lunches) that a participant's account balance will purchase when the participant's record is accessed.

Suppress Confidential ID Printing

Tax Percentage Rate

This setting determines the Tax Percentage Rate that is charged against taxable items. Follow these examples; for 7% type 7; for 6.5% type 6.5.

Terminal Count

This setting is the number of terminals allowed under the software license for the customer.

Caution: The user should never modify this setting.

Terminal License Key

This setting is the encrypted license key for the software.

Caution: The user should never modify this setting.

Variable Charge Limit

When this setting is TRUE, participants with a negative balance on their accounts to make a partial payment and then charge more items. When this setting is FALSE, participants must pay the entire balance due on their accounts before they can charge more items.

Warns Participants of Low Account Funds

When this setting is TRUE, an account is used, either by lookup or by entering the participant's ID number, a dialog box appears on the terminal screen if the participant's account balance is less than the preset amount.

Colors and Fonts

Alpha Background Color Name

This setting configures the background color used in the 'Keypad Menu' on the POS terminal application. Only use a color as the value in this field.

Alpha Foreground Color Name

Alpha Foreground Color Name is one of the screen settings associated with the POS terminal application.

Alpha Keypad Font Name

This setting configures the font used in the 'alphabetic keypad' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Alpha Keypad Font Size

This setting configures the size of the font used in the 'alphabetic keypad' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Alpha Keypad Font Type

This setting configures the font type used in the 'alphabetic keypad' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Cash Declaration Background Color Name

This setting configures the background color used in the 'Cash Declaration' screen on the POS terminal application. Only use a color as the value in this field.

Cash Declaration Font Name

This setting configures the font used in the 'Cash Declaration' screen the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Cash Declaration Font Size

This setting configures the size of the font used in the 'Cash Declaration' screen on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Cash Declaration Font Type

This setting configures the font type used in the 'Cash Declaration' screen on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Cash Declaration Foreground Color Name

This setting configures the foreground color used in the 'Cash Declaration' screen on the POS terminal application. Only use a color as the value in this field.

Cash Inquiry Dialog Background Color Name

This setting configures the background color used in the 'Cash Inquiry Dialog' screen on the POS terminal application. Only use a color as the value in this field.

Cash Inquiry Dialog Foreground Color Name

This setting configures the foreground color used in the 'Cash Inquiry Dialog' screen on the POS terminal application. Only use a color as the value in this field.

Cell Height for Student Lookup Display

This setting configures the height of cells that display on the Student Lookup Display. The larger the cell, the fewer students that display on each screen.

Homeroom Max Thumbnail Images

Homeroom Participant has Eaten Foreground Color

Journal Background Color Name

This setting configures the background color used in the 'Journal' screen on the POS terminal application. Only use a color as the value in this field.

Journal Font Name

This setting configures the font used in the 'journal' the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Journal Font Size

This setting configures the size of the font used in the 'journal' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Journal Font Type

This setting configures the font type used in the 'journal' dialog box on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Journal Foreground Color Name

This setting configures the foreground color used in the 'Journal' screen on the POS terminal application. Only use a color as the value in this field.

Login Dialog Background Color Name

This setting configures the background color used in the 'Login Dialog' screen on the POS terminal application. Only use a color as the value in this field.

Login Dialog Foreground Color Name

This setting configures the foreground color used in the 'Login Dialog' screen on the POS terminal application. Only use a color as the value in this field.

Login Font Name

This setting configures the font used in the 'alphabetic keypad' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field. Login Font Name is one of the screen settings associated with the POS terminal application.

Login Font Size

This setting configures the size of the font used in the 'Login Dialog' screen on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Login Font Type

This setting configures the font type used in the 'Login Dialog' screen on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Menu Keypad Background Color Name

This setting configures the background color used in the 'menu keypad' on the POS terminal application. Only use a color as the value in this field.

Menu Keypad Font Name

This setting configures the font used in the 'menu keypad' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Menu Keypad Font Size

This setting configures the size of the font used in the 'menu keypad' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Menu Keypad Font Type

This setting configures the font type used in the 'menu keypad' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Menu Keypad Foreground Color Name

This setting configures the foreground color used in the 'menu keypad' on the POS terminal application. Only use a color as the value in this field.

Message Background Color Name

This setting configures the background color used in the 'messages' on the POS terminal application. Only use a color as the value in this field.

Message Font Name

This setting configures the font used in the 'messages' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Message Font Size

This setting configures the size of the font used in the 'messages' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Message Font Type

This setting configures the font type used in the 'messages' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Message Foreground Color Name

This setting configures the foreground color used in the 'messages' on the POS terminal application. Only use a color as the value in this field.

OK Dialog Background Color Name

This setting configures the background color used in the 'OK' dialog box on the POS terminal application. Only use a color as the value in this field.

OK Dialog Font Name

This setting configures the font used in the 'OK' dialog box on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

OK Dialog Font Size

This setting configures the size of the font used in the 'OK' dialog box on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

OK Dialog Font Type

This setting configures the font type used in the 'Yes/No' dialog box on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

OK Dialog Foreground Color Name

This setting configures the foreground color used in the 'OK' dialog box on the POS terminal application. Only use a color as the value in this field.

Participant Category Dialog Background Color Name

This setting configures the background color used in the 'Participant Category' dialog box on the POS terminal application. Only use a color as the value in this field.

Participant Category Dialog Foreground Color Name

This setting configures the foreground color used in the 'Participant Category' dialog box on the POS terminal application. Only use a color as the value in this field.

Participant Category Font Name

This setting configures the font used in the 'Participant Category' screen on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Participant Category Font Size

This setting configures the size of the font used in the 'Participant Category' screen on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Participant Category Font Type

This setting configures the font type used in the 'Participant Category' screen on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Participant Dialog Background Color Name

This setting configures the background color used in the 'Participant' dialog box on the POS terminal application. Only use a color as the value in this field.

Participant Dialog Foreground Color Name

This setting configures the foreground color used in the 'Participant' dialog box on the POS terminal application. Only use a color as the value in this field.

Participant Dialog List Font Name

This setting configures the font used in the 'Participant List' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Participant Dialog List Font Size

This setting configures the size of the font used in the 'Participant List' screen on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Participant Dialog List Font Type

This setting configures the font type used in the 'Participant List' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Participant Panel Background Color Name

This setting configures the background color used in the 'Participant Panel' on the POS terminal application. Only use a color as the value in this field.

Participant Panel Comment Active Background Color

This setting configures the background color used in the active comment for the 'Participant Panel' on the POS terminal application. Only use a color as the value in this field.

Participant Panel Comment Foreground Color

This setting configures the foreground color used in the 'Participant Panel' on the POS terminal application. Only use a color as the value in this field.

Participant Panel Comment Inactive Background Color

This setting configures the background color used in the 'Participant Panel Comment Inactive' screen on the POS terminal application. Only use a color as the value in this field.

Participant Panel Font Name

This setting configures the font used in the 'Participant Panel' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Participant Panel Font Size

This setting configures the size of the font used in the 'Participant Panel' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Participant Panel Font Type

This setting configures the font type used in the 'Participant Panel' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Participant Panel Foreground Color Name

This setting configures the foreground color used in the 'Participant Panel' screen on the POS terminal application. Only use a color as the value in this field.

POS Keypad Background Color Name

This setting configures the background color used in the 'POS Keypad' on the POS terminal application. Only use a color as the value in this field.

POS Keypad Font Name

This setting configures the font used in the 'keypad' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

POS Keypad Font Size

This setting configures the size of the font used in the 'keypad' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

POS Keypad Font Type

This setting configures the font type used in the 'keypad' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

POS Keypad Foreground Color Name

This setting configures the foreground color used in the 'POS Keypad' on the POS terminal application. Only use a color as the value in this field.

POS Keypad Menu Background Color Name

This setting configures the background color used in the 'Keypad Menu' on the POS terminal application. Only use a color as the value in this field.

POS Keypad Menu Font Name

This setting configures the font used in the 'keypad' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

POS Keypad Menu Foreground Color Name

This setting configures the foreground color used in the 'POS Keypad Menu' on the POS terminal application. Only use a color as the value in this field.

Status Panel Background Color Name

This setting configures the background color used in the 'Status Panel' on the POS terminal application. Only use a color as the value in this field.

Status Panel Font Name

This setting configures the font used in the 'Status Panel' on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Status Panel Font Size

This setting configures the size of the font used in the 'Status Panel' on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Status Panel Font Type

This setting configures the font type used in the 'Status Panel' on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Status Panel Foreground Color Name

This setting configures the foreground color used in the 'Status Panel' on the POS terminal application. Only use a color as the value in this field.

Student Lookup Font Name

This setting configures the font used in the 'student lookup' screen on the POS terminal application. Only use a font name such as **Monospaced** or **Arial** as the value in this field.

Student Lookup List Width

Vertical Scrollbar Width

Yes/No Dialog Background Color Name

This setting configures the background color used in the 'Yes/No' dialog box on the POS terminal application. Only use a color as the value in this field.

Yes/No Dialog Foreground Color Name

This setting configures the foreground color used in the 'Yes/No' dialog box on the POS terminal application. Only use a color as the value in this field.

Yes/No Font Name

This setting configures the font used in the 'Yes/No' dialog box on the POS terminal application. Only use a font name such as **Monospaced** as the value in this field.

Yes/No Font Size

This setting configures the size of the font used in the 'Yes/No' dialog box on the POS terminal application. This determines how large the letters on the screen are. Only use a size such as 12, 14, 16, 18, 24, or 36 as the value in this field.

Yes/No Font Type

This setting configures the font type used in the 'Yes/No' dialog box on the POS terminal application. Only use a font type such as **BOLD** or *italics* or plain as the value in this field.

Global Settings

Each of the options under the heading 'Global Settings' comes with a default setting for all of the terminals in a school. However, for some settings you can add settings for individual terminals. As an example, a cafeteria might want a POS system (Terminal 45) set to not 'automatically sell a meal' because that POS is at a snack stand, but every other POS system should. The Global Setting for Option 91 would be TRUE. The cafeteria manager creates a Terminal Setting for terminal ID 45 for Option 91 to be FALSE.

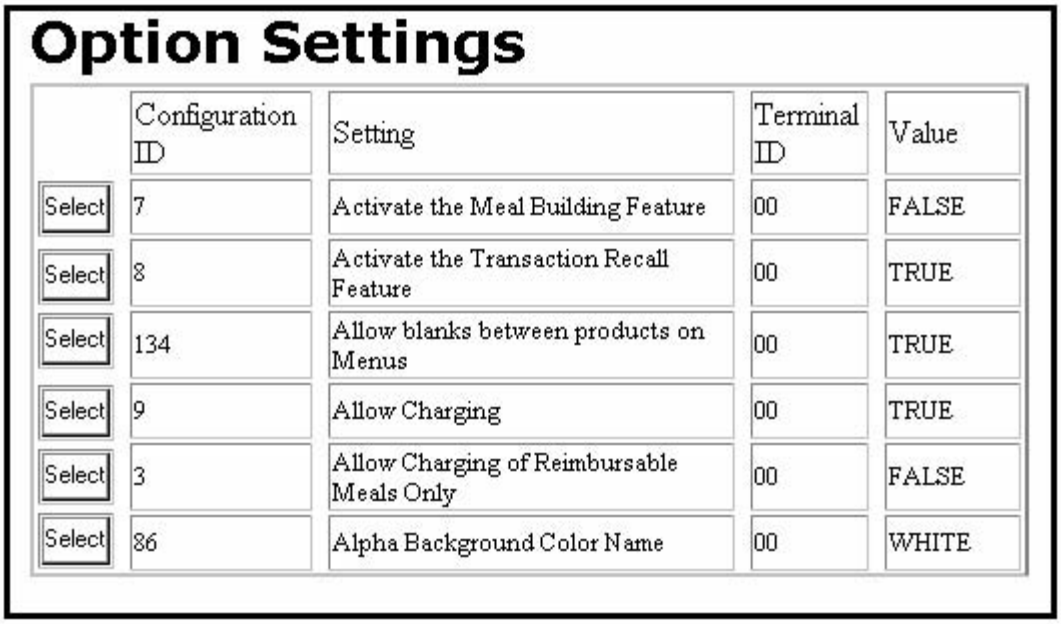
- Global Settings apply to all terminals. You can change these settings but you cannot add any new ones or delete them. Refer to the heading **Update Global Setting** for complete instructions.
- Terminal Settings (under the Global Settings) apply to one terminal. You can add, change or delete these Terminal Settings. Refer to the heading **Terminal Settings** for complete instructions.

Update Global Setting

Follow these steps when updating a Global Setting.

1 From the Back Office menu, click on the **Settings** heading. The options available appear in a list under the heading.

2 Click on the **Global Settings** option. The Option Settings screen appears listing all system settings. The settings are listed alphabetically on the screen. The example below lists a few of the system settings.



Option Settings

	Configuration ID	Setting	Terminal ID	Value
Select	7	Activate the Meal Building Feature	00	FALSE
Select	8	Activate the Transaction Recall Feature	00	TRUE
Select	134	Allow blanks between products on Menus	00	TRUE
Select	9	Allow Charging	00	TRUE
Select	3	Allow Charging of Reimbursable Meals Only	00	FALSE
Select	86	Alpha Background Color Name	00	WHITE

3 Locate the desired setting and click on the **Select** button for that setting.

4 The Option Settings Update screen appears (an example is shown below).

Option Settings

Configuration ID: 7
Setting: Activate the Meal Building Feature
Description: Allows combinations of individual products sold to be turned into a reimbursable meal at the POS Terminal.
Value: False
Submit

Terminal Settings

Add Terminal Setting

5 Click in the **Value** field and select the new setting.

6 Click on the **Submit** button. The Option Settings screen appears again with the new value displayed for the setting.

7 You can continue making changes to Global Settings until you are finished.

- To review the details for using the 'backup routine' within STI Lunch SiteManager or BackOffice, refer to the next heading **Backup Settings**.
- To review all of the Global Settings in STI Lunch SiteManager, refer to the List of Global Settings at the end of this chapter.

Backup Settings

BackOffice and SiteManager provide a backup routine for copying the database on the system to another location on the same system.

Note: Do not make any changes to any of the Global Settings unless instructed to do so by STI Support Personnel.

Note: This backup routine is not needed if the school district is using a network backup routine that provides a reliable backup procedure.

Two Global Settings determine how the backup routine functions on the system. The Global settings have different numbers in BackOffice and SiteManager but function the same.

SM	BO	Global Setting	Possible Values
5	143	Backup Drive	X:\Y\ This setting is 'X' represents the Drive Letter and 'Y' represents the path to any folder. An example would be **F:\Backups** The setting can be any local path on the computer. The path must already exist; i.e., the system will not create folders during the backup routine. The path **must** contain the character **"\"** at the end, and the length of the path should be less than 35 characters.
6	162	Backup Naming	Single/Multiple If this field is set to "Multiple", the backup file that is created will be named posDDDDDD.bak, where DDDDDD is the day of the week that the backup was created. The file will overwrite the backup from a week ago. If the setting is set to "Single", the backup file that is created will be named pos.bak. This file will overwrite the previous backup every day. (If the setting is 'blank', the system performs a single backup.)

Note: Because BackOffice and SiteManager now have the ability to create multiple backups, the potential backup space could be as much as five to seven times greater than before. **Verify that the backup drive has enough hard drive space for multiple backup files.** If the drive does not have enough space, the backup will fail.

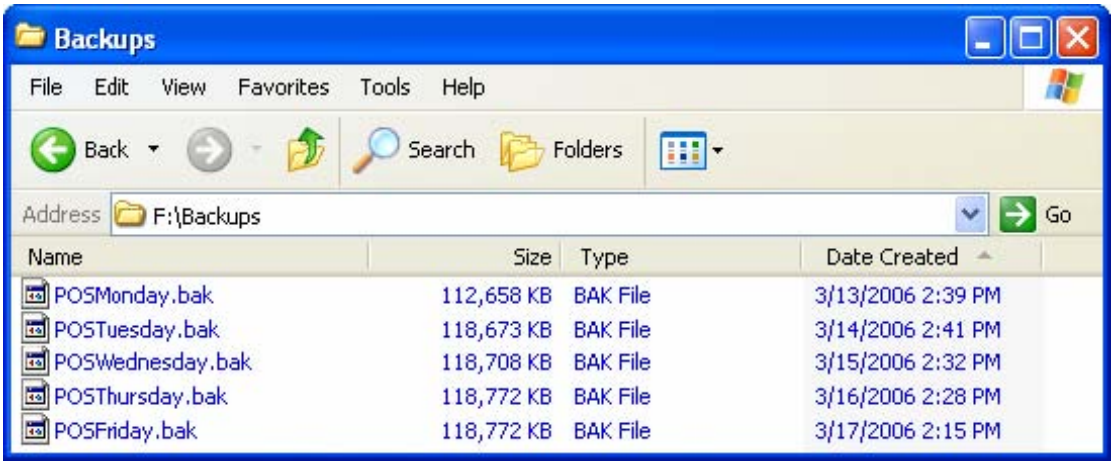
Recommendation: STI recommends that the backup be written to a drive other than the C drive where the programs and database run. Ideally, the backup would be made to a physically separate drive within the system.

Note: Under normal circumstances, the system cannot use this backup routine to make the backup to a network drive, instead of a local drive. This limitation is caused by security rights maintained by SQL Server. This excludes network shared drives such as **P:** (where P is a network drive), or **\\computername\c_drive** (where c_drive is the shared name on a computer called computername).

Set to Multiple Backups

When the Global Settings for #5 and #6 use the following values, the backups would resemble the figure below.

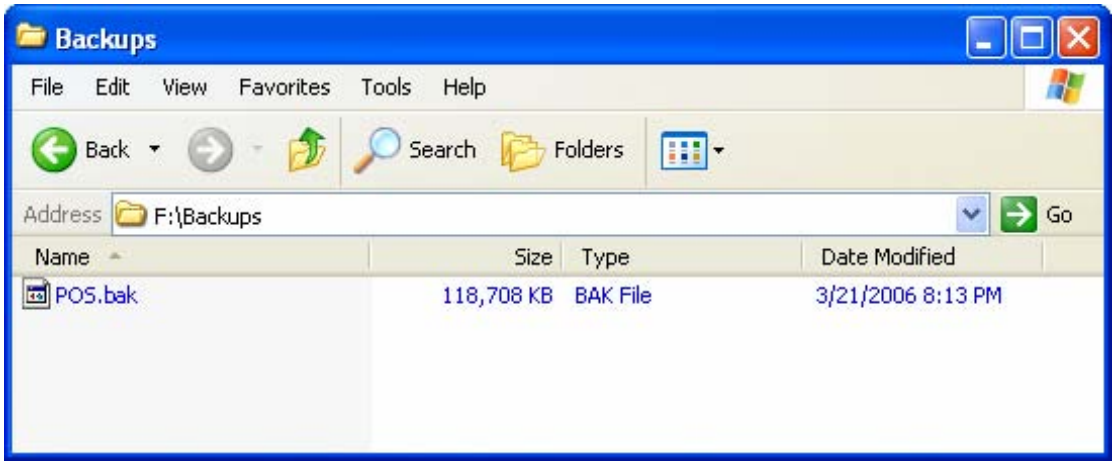
BackOffice	SiteManager	Description	Value
143	5	Backup Drive Letter	**F:\Backups**
162	6	Backup Naming	**Multiple**


Backups
File Edit View Favorites Tools Help
Back Search Folders
Address F:\Backups
Go
Name Size Type Date Created
POSMonday.bak 112,658 KB BAK File 3/13/2006 2:39 PM
POSTuesday.bak 118,673 KB BAK File 3/14/2006 2:41 PM
POSWednesday.bak 118,708 KB BAK File 3/15/2006 2:32 PM
POSThursday.bak 118,772 KB BAK File 3/16/2006 2:28 PM
POSFriday.bak 118,772 KB BAK File 3/17/2006 2:15 PM

Set to Single Backups

When the Global Settings for #5 and #6 use the following values, the backups would resemble the figure below.

BackOffice	SiteManager	Description	Value
143	5	Backup Drive Letter	**F:\Backups**
162	6	Backup Naming	**Single**



End of Day Batch Printing

To print multiple reports automatically during End of Day, follow the instructions below:

1. Set 9039 Batch Printing global setting to True in BackOffice
2. Go to POS BackOffice\Data folder
3. Edit *batchprint.ini* to include the following:

a. On the first line enter in the printer value name and printer value data. This is acquired in the registry.

i. In the registry go into HKEY_USERS\.DEFAULT\Software\Microsoft\Windows NT\CurrentVersion\PrinterPorts.

ii. Then double click on the desired printer value name to get the printer value data.

iii. Then in the batchprint.ini file, type the printer value name followed by a pipe symbol | and then followed by the printer value data.

For example: P DeskJet 812C|winspool,LPT1:,15,45

b. Include the names of the .rpt files you want to run at EOD. If today's date is required by the rpt, insert the string TODAY. Use the string DEFAULT for any variables that are not required before the report is run. TRUE/FALSE can also be inserted for fields that require it.

Note: This requires knowledge of the underlying structure of the parameters passed to the .rpt file at run time. For help with this feature, please contact your STI representative.

4. Then after running End of Day, double click on the C:\Program Files\STI\POS BackOffice\Data\BatchPrint\BatchPrint.exe file or create a shortcut to run BatchPrint.exe.

Terminal Maintenance

For some Global Settings, it is possible to change that setting for a particular terminal (POS) in the school. When the setting for a particular terminal is made, this is a Terminal Setting. You can add, edit or delete Terminal Settings.

Note: You cannot delete the **Global Settings**. When a Terminal Setting is deleted, the terminal defaults back to the Global Setting the next time the software restarts.

For complete directions, refer to the following headings.

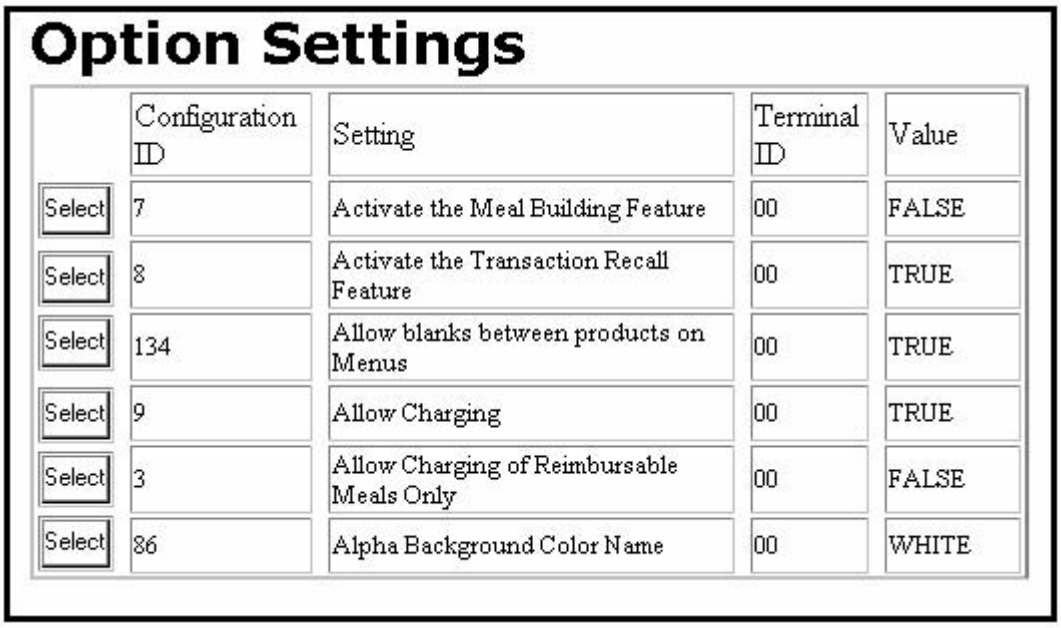
- **Add Terminal**.
- **Update Terminal**.
- **Delete Terminal**.

Add Terminal

Follow these steps when adding a Terminal Setting.

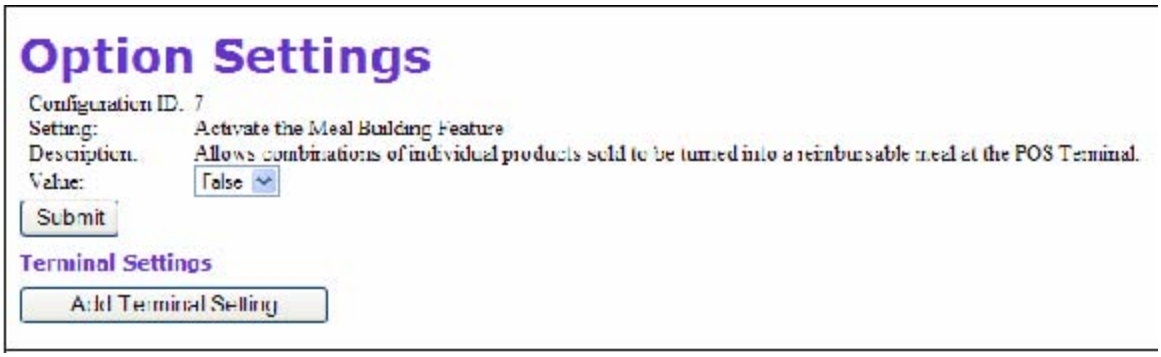
1 From the Back Office, click on the **Settings** heading. The options available under the heading appear.

2 Click on the **Global Settings** option. The Option Settings screen appears listing all system settings. The settings are listed alphabetically on the screen. The example below lists a few of the system settings.



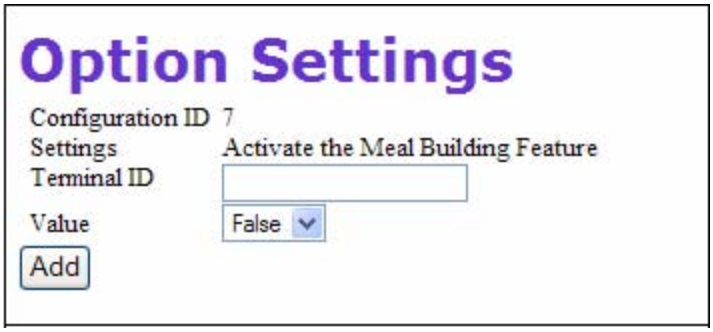
3 Click on the appropriate **Select** button for the setting that you want to add a Terminal Setting.

4 The Option Settings Update screen appears (an example is shown below).


Option Settings
Configuration ID. 7
Setting: Activate the Meal Building Feature
Description. Allows combinations of individual products sold to be turned into a reimbursable meal at the POS Terminal.
Value: False
Submit
Terminal Settings
Add Terminal Setting

5 Click on the **Add Terminal** button.

6 The Terminal Settings screen appears.

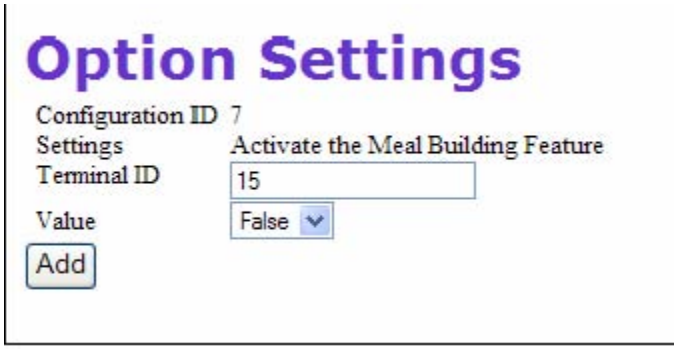


7 Complete the fields on the screen.

- Click in the **Terminal ID** field, and then enter the ID number. In the example below, the user typed **15**.
- Click in the Value field, and then select the value. In the example below, the user typed

FALSE. (Values vary depending on the type of setting).

8 The screen resembles the figure below.



9 Click on the **Add** button.

10 The Option Settings screen appears again with the original Global Setting and with the new Terminal Setting.

11 You can continue to add more terminal settings for this Global Setting or click on the **Submit** button to return to the screen that lists all of the available settings.

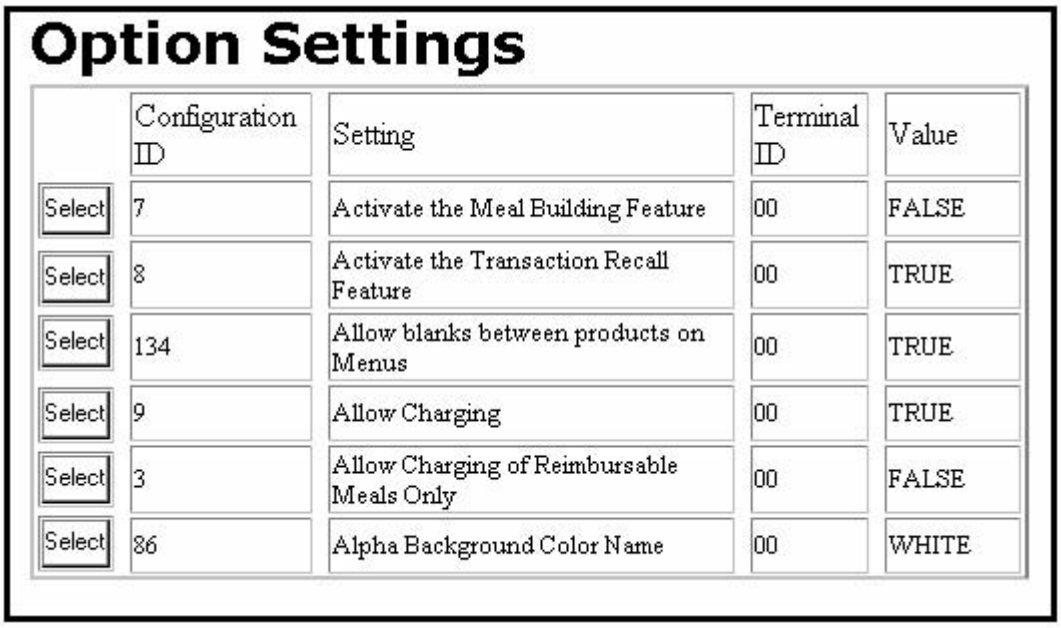
Note: Nothing on the Option Settings screen indicates that Terminal Settings have been made under any of the Global Settings.

Update Terminal

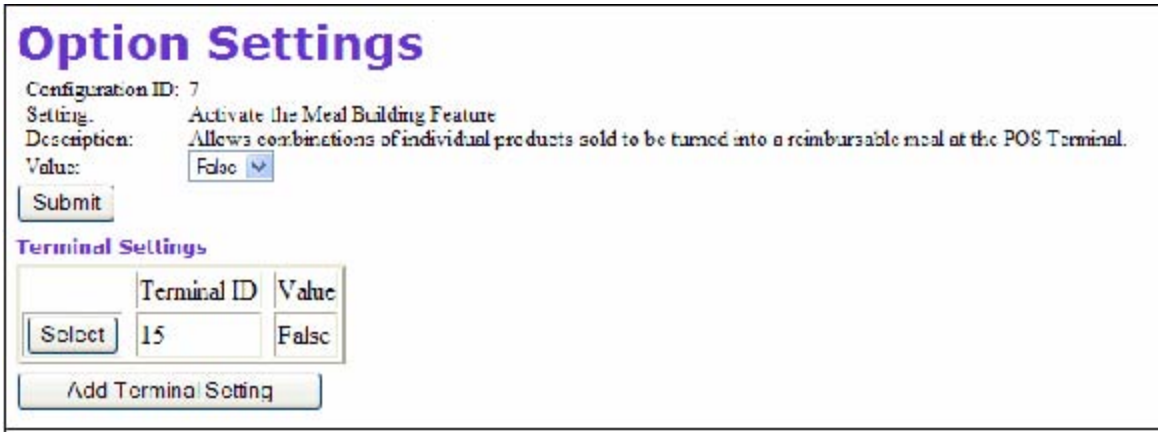
Follow these steps when updating a Terminal Setting.

1 From the Back Office menu, click on the **Settings** heading. The options available under the heading appear.

2 Click on the **Global Settings** option. The Option Settings screen appears listing all system settings. The settings are listed alphabetically on the screen. The example below lists a few of the system settings.



3 Click on the appropriate **Select** button for the desired setting. The Option Settings screen appears with the existing Terminal Settings listed as well as the Global Setting.



4 Click on the **Select** button for the terminal setting to change.

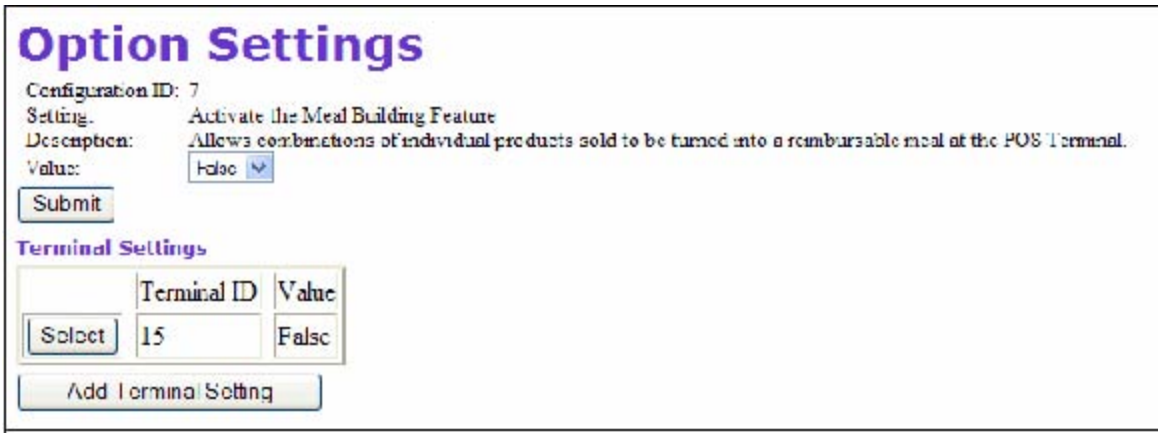
5 The Terminal Settings screen appears.

6 Make the desired change to the terminal setting.

- Click in the **Terminal ID** field, and then enter the appropriate terminal number.

• Click in the **Value** field, and then select the appropriate value.

7 Click on the **Add** button. The Options Setting screen appears again with the altered terminal setting listed.



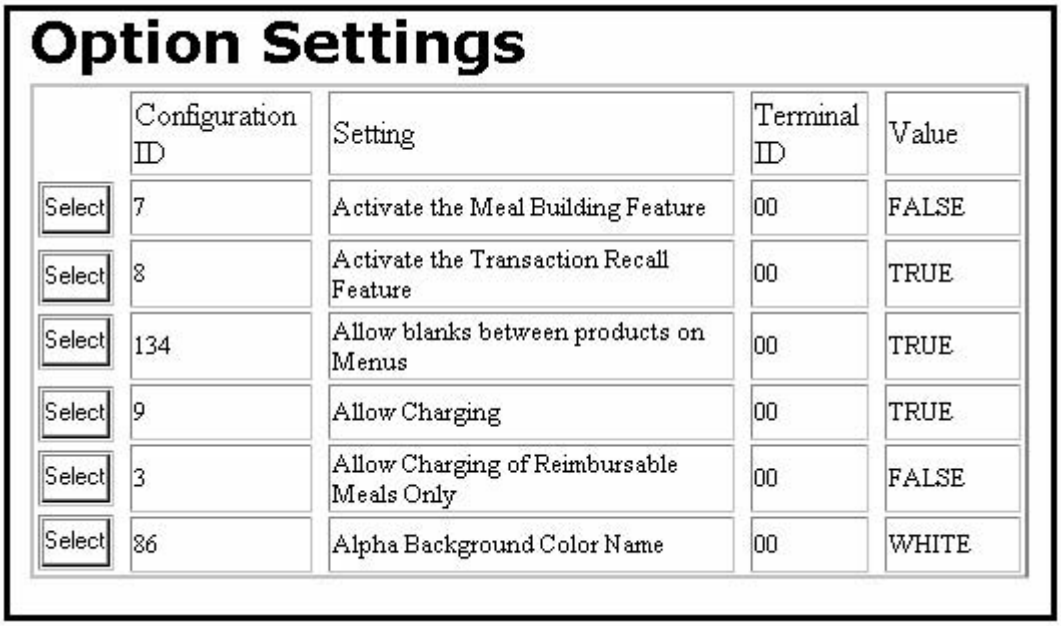
8 You can continue to edit the terminal settings for this Global Setting or click on the **Submit** button to return to the screen that lists all of the available settings.

Delete Terminal

Follow these steps when updating a Terminal Setting.

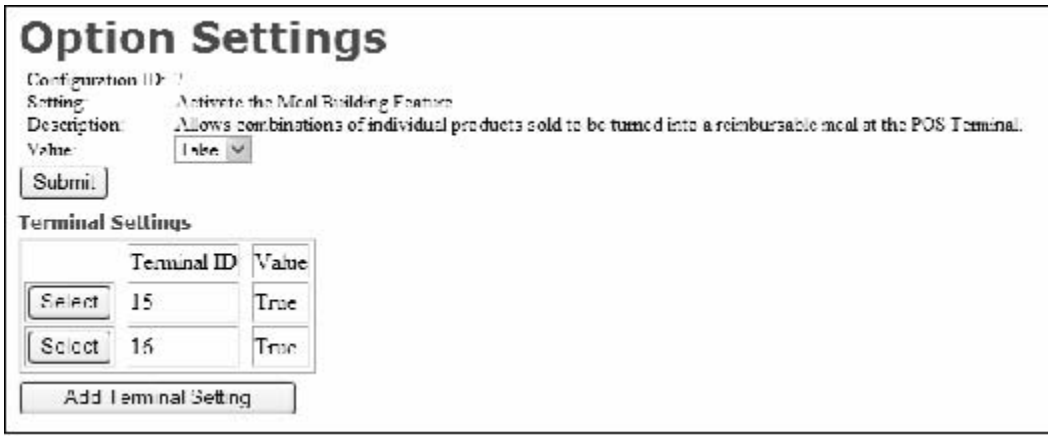
1 From the Back Office menu, click on the **Settings** heading. The options available under the heading appear.

2 Click on the **Global Settings** option. The Option Settings screen appears listing all system settings. The settings are listed alphabetically on the screen. The example below lists a few of the system settings.


Option Settings
Configuration ID
Setting
Terminal ID
Value
Select 7 Activate the Meal Building Feature 00 FALSE
Select 8 Activate the Transaction Recall Feature 00 TRUE
Select 134 Allow blanks between products on Menus 00 TRUE
Select 9 Allow Charging 00 TRUE
Select 3 Allow Charging of Reimbursable Meals Only 00 FALSE
Select 86 Alpha Background Color Name 00 WHITE

3 Click on the appropriate **Select** button for the desired setting. The Option Settings screen

appears with the existing Terminal Settings listed as well as the Global Setting.

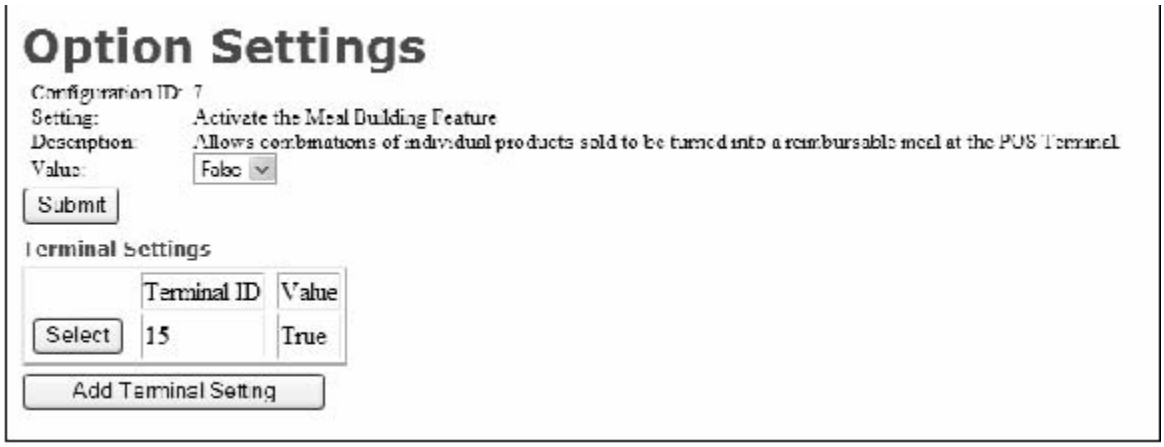


4 Click on the **Select** button for the terminal setting to delete.

5 The Terminal Settings screen appears.

6 Click on the **Delete** button.

7 The Options settings screen appears again without the deleted Terminal Setting.



8 You can access any other terminal setting on the screen and make changes, deletions, or additions.

9 When you are through click on the **Submit** button to save the changes and return to the Settings screen.

Auto Update

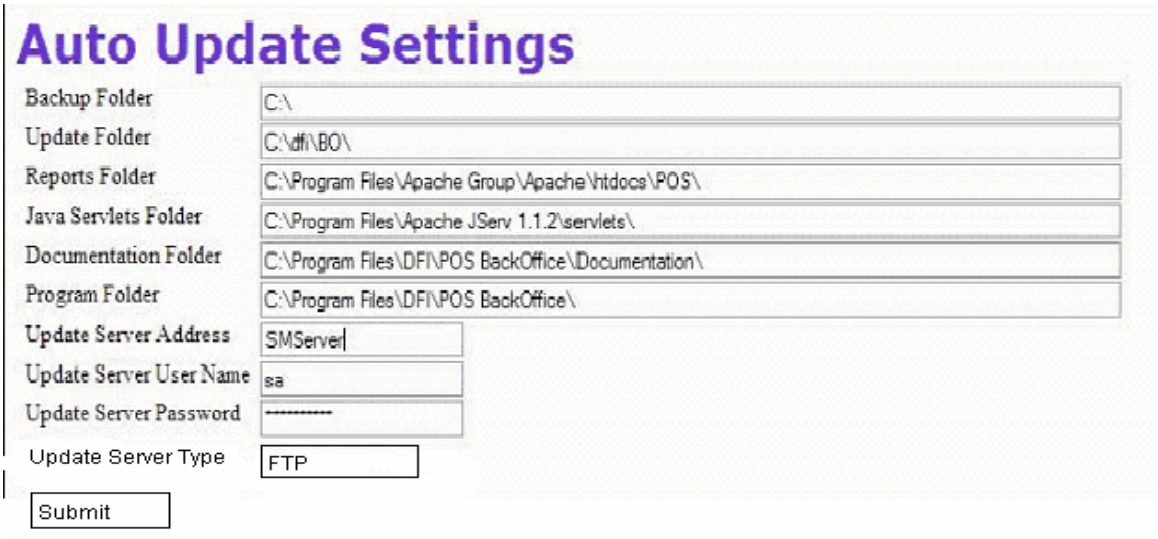
The POS BackOffice software now has the ability to check for, download, and apply software updates from an Update Server accessible through either the local network or the internet. This feature is utilized through the Auto Update menu selection under the Settings menu. Additional selections under the Settings menu have been added to view what updates have been applied and when they were applied (Auto Updates Applied), to view the result of when an update was checked for (Auto Update Log), and to set the folder locations and network locations necessary for the functioning of the Auto Update Feature.

Follow these steps to access the different options for Auto Updates.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Auto Update Settings to select it. The Auto Update Settings screen appears



POS BackOffice Auto Update Settings

4. The following settings should be filled in:

- Backup Folder – This should be set to a folder on the local computer where backup files will be created before any updates are applied.
- Update Folder – This should be set to a folder on the local computer where the update files can be copied before they are used.
- Reports Folder – This should be set to the folder where POS BackOffice report files are located.
- Java Servlets Folder – This should be set to the folder where POS BackOffice servlets are located.
- Documentation Folder – This should be set to the folder where POS BackOffice documentation files are located
- Program Folder – This should be set to the main POS BackOffice folder.
- Update Server Address – This should be set to the network location (either dns name or ip address) of the Update Server for the POS BackOffice. This will usually be the Site Manager server.

• Update Server User Name – This should be set to the SQL server user name for the SQL server on the Update Server.

• Update Server Password – This should be set to the SQL server password for the SQL server on the Update Server.

Update Server Type – This field is used to show the method of update.

Follow these steps to check for and install Auto Updates manually.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Auto Update to select it. The Auto Update screen appears

POS BackOffice Auto Update

4 Click on Check For Update to communicate with the Update Server to check for available updates. The Auto Update Log screen will appear with information on whether an update was available and if it was copied to the local computer.

POS BackOffice Auto Update Log

5 If updates are available, return to the BackOffice Auto Update screen and click on the Install Update button to apply the updates

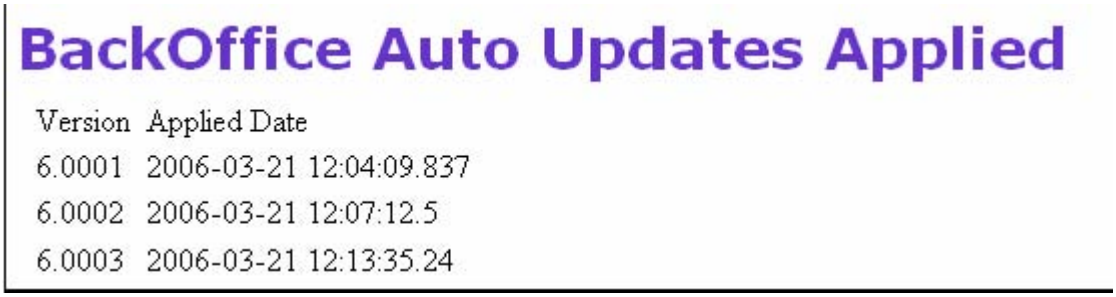
Note: This process will happen automatically every night through nightly communications.

Follow these steps to view the Auto Updates which have already been applied.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Auto Updates Applied to select it. The Auto Updates Applied screen appears.



BackOffice Auto Updates Applied

Version	Applied Date
6.0001	2006-03-21 12:04:09.837
6.0002	2006-03-21 12:07:12.5
6.0003	2006-03-21 12:13:35.24

POS BackOffice Auto Update Log

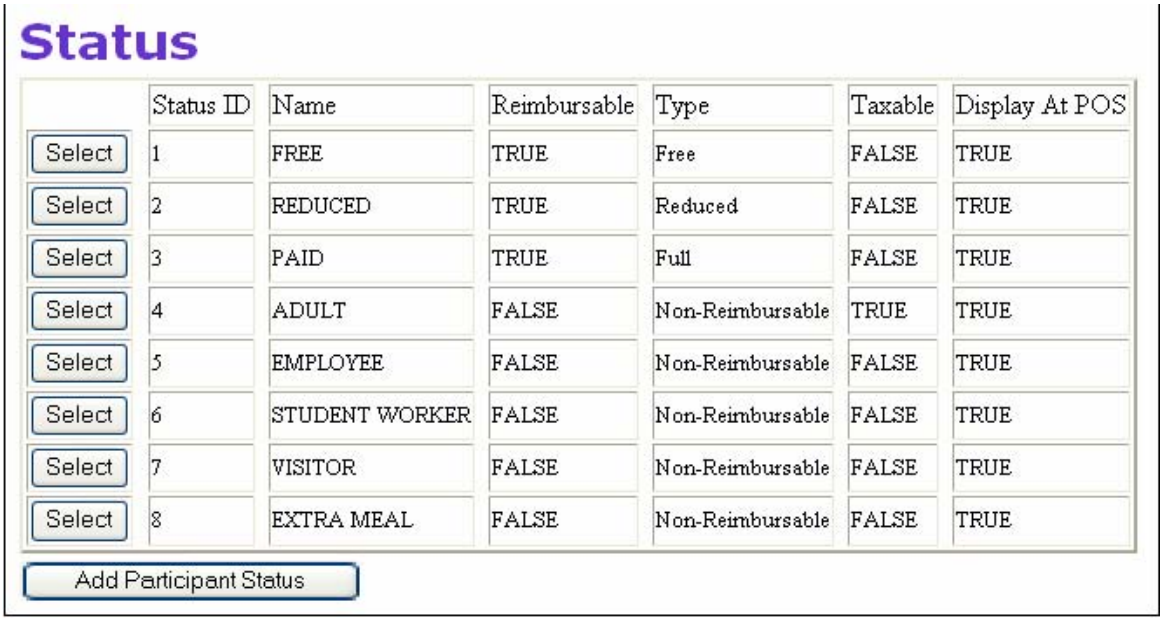
Participant Status

Follow these steps to access the different options under the Participant Status heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Participant Status to select it. The Participant Status screen appears



Status

	Status ID	Name	Reimbursable	Type	Taxable	Display At POS
Select	1	FREE	TRUE	Free	FALSE	TRUE
Select	2	REDUCED	TRUE	Reduced	FALSE	TRUE
Select	3	PAID	TRUE	Full	FALSE	TRUE
Select	4	ADULT	FALSE	Non-Reimbursable	TRUE	TRUE
Select	5	EMPLOYEE	FALSE	Non-Reimbursable	FALSE	TRUE
Select	6	STUDENT WORKER	FALSE	Non-Reimbursable	FALSE	TRUE
Select	7	VISITOR	FALSE	Non-Reimbursable	FALSE	TRUE
Select	8	EXTRA MEAL	FALSE	Non-Reimbursable	FALSE	TRUE

Add Participant Status

4 On this screen, the user can:

- Update an existing status.
- Add a new status.
- Delete an existing status.

Update Participant Status Record

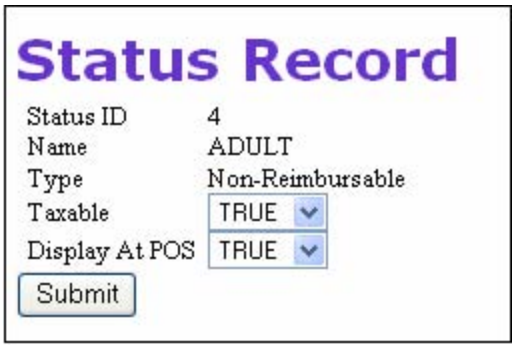
Follow these steps when updating a Participant Status Record.

1 From the Back Office Main Menu, click on the **Settings** heading. The options available appear in a list under the heading.

2 Click on the **Participant Status** option. The Status screen appears.

3 Locate and click on the appropriate **Select** button.

4 The Status Record screen appears.



5 Edit the necessary fields.

- **Status ID**. This field cannot be edited.
- **Name**. Click and drag across the existing name and then type the new name.
- **Type**. Click on the drop down box and select the desired setting from the list.
- **Taxable**. Click on the drop down box and select the desired setting from the list.

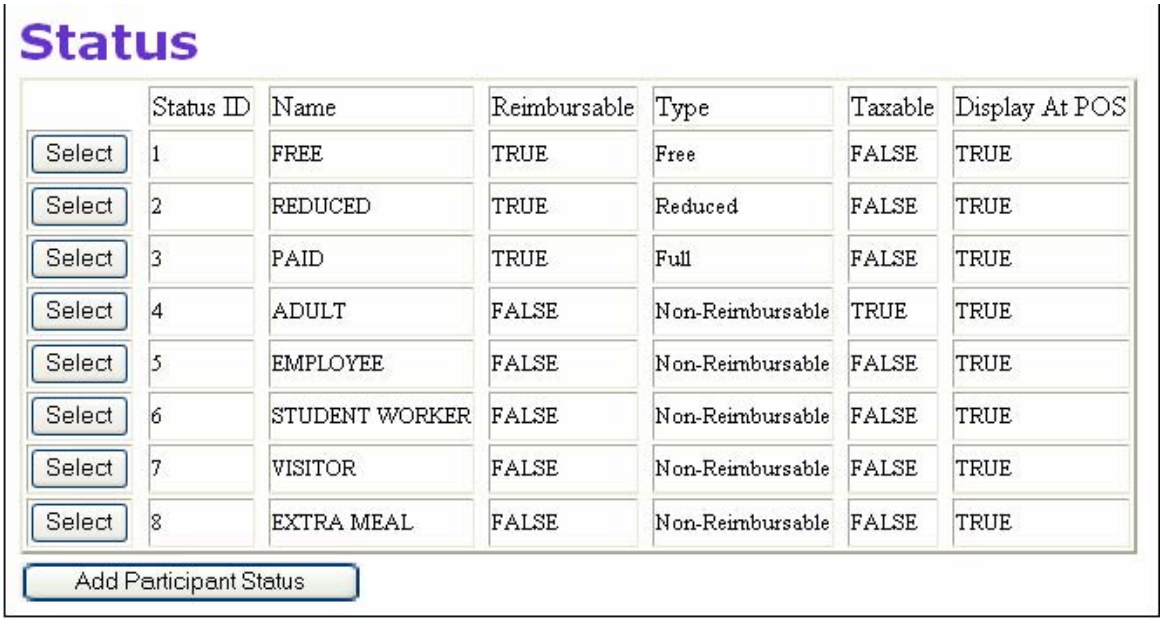
6 Click on the **Submit** button. The Status screen appears again with the edited Participant Status.

Add Participant Status Record

Follow these steps when adding a new Participant Status Record.

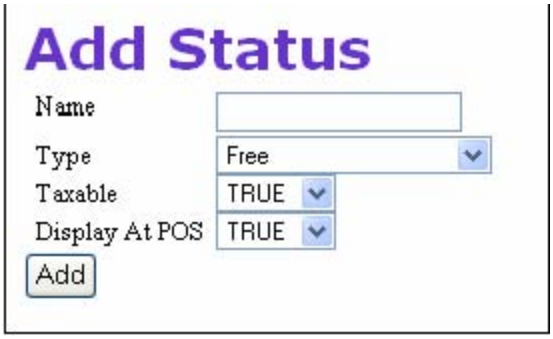
1 From the Back Office Main Menu, click on the **Settings** heading. The options available appear in a list under the heading.

2 Click on the **Participant Status** option. The Status screen appears.


Status
Status ID
Name
Reimbursable
Type
Taxable
Display At POS
Select 1 FREE TRUE Free FALSE TRUE
Select 2 REDUCED TRUE Reduced FALSE TRUE
Select 3 PAID TRUE Full FALSE TRUE
Select 4 ADULT FALSE Non-Reimbursable TRUE TRUE
Select 5 EMPLOYEE FALSE Non-Reimbursable FALSE TRUE
Select 6 STUDENT WORKER FALSE Non-Reimbursable FALSE TRUE
Select 7 VISITOR FALSE Non-Reimbursable FALSE TRUE
Select 8 EXTRA MEAL FALSE Non-Reimbursable FALSE TRUE
Add Participant Status

3 Locate and click on the **Add Participant Status** button.

4 The Add Status window appears.

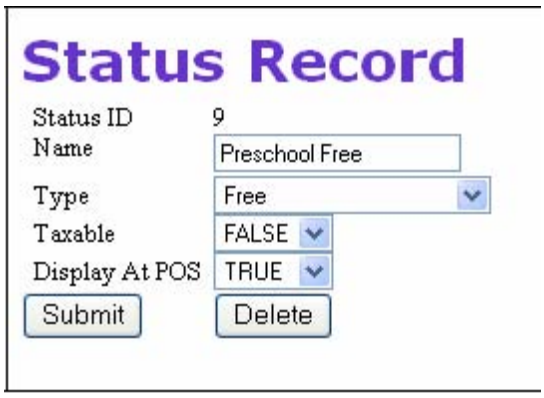


5 Add information in the following fields.

- **Name**. Type the new name.
- **Type**. Click on the drop down box and select the desired setting from the list.
- **Taxable**. Click on the drop down box and select the desired setting from the list.

6 Click on the **Add** button.

7 The new record appears on the Status Record screen.



8 The information in the following fields was just added for the record.

- **Status ID**. This field cannot be edited.
- **Name**. Edit the new name.
- **Type**. Click on the drop down box and select the desired setting from the list.
- **Taxable**. Click on the drop down box and select the desired setting from the list.

9 Click on the **Submit** button. The Status screen appears again with the new Participant Status.

Delete Participant Status Record

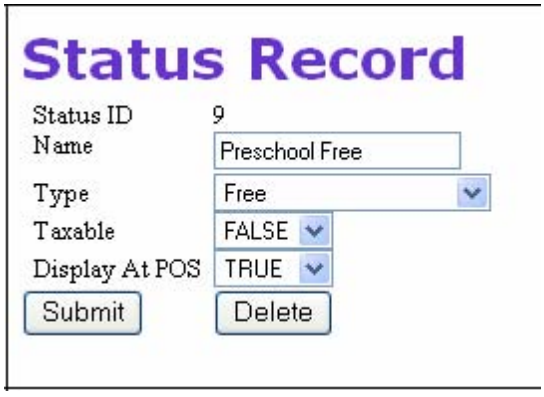
Follow these steps when updating a Participant Status Record

1 From the Back Office Main Menu, click on the **Settings** heading. The options available appear in a list under the heading.

2 Click on the **Participant Status** option. The Status screen appears.

3 Locate and click on the appropriate **Select** button.

4 The Status Record screen appears.



5 Click on the **Delete** button. The Status screen appears again without the deleted Participant Status.

Note: The record cannot be deleted if it is in use.

Product Categories

The Product Categories option is an important feature of the POS BackOffice application.

Follow these steps to access the different options under the Product Categories heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the **Product Categories** to select it. The product categories screen appears

4 On this screen, the user can:

- Update an existing product category.
- Add a new product category.
- Delete an existing product category.

Add Category Record

Follow these steps when adding a Category Record.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the **Product Categories** option. The Product Categories window appears.

3 Click on the **Add Product Category** button.

4 The Add Product Category screen appears.

5 Click in the field and then type the name of the product category.

6 Click on the **Add** button. The Product Category screen appears again with the new category appearing in the list

Update Category Record

Follow these steps when updating a Category Record.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the **Product Categories** option. The Product Categories window appears.

3 Click on the **Select** button for the desired product category.

4 The Category Record screen appears.

5 Click in the field and change the name of the product category.

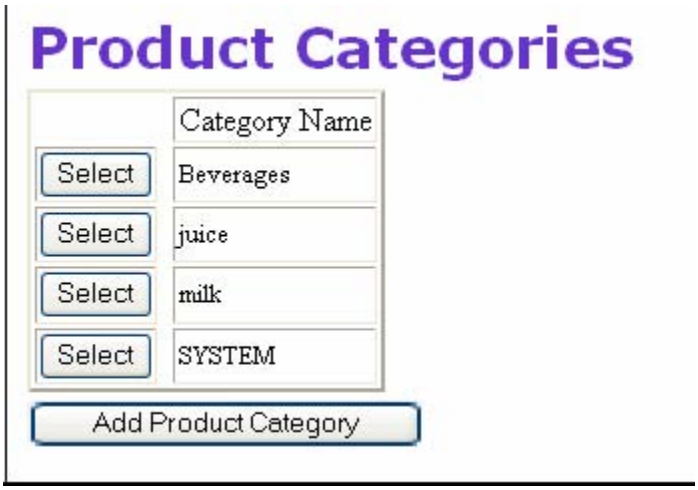
6 When complete, click on the **Submit** button. The Product Category screen appears again with the edited category appearing in the list.

Delete Category Record

Follow these steps when deleting a Category Record.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the **Product Categories** option. The Product Categories window appears.



3 Click on the **Select** button for the desired product category.

4 The Category Record screen appears.

6 Click on the **Delete** button. The Product Category screen appears again without the deleted category.

Serving Periods

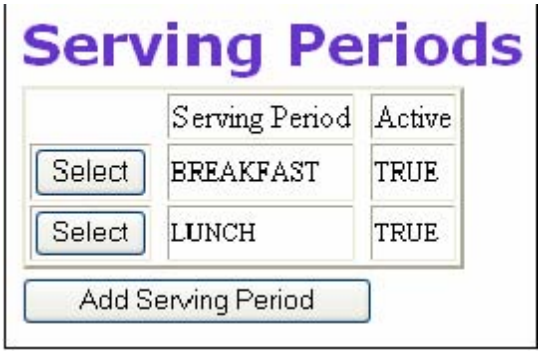
The Serving Periods option is an important feature of the POS BackOffice application.

Follow these steps to access the different options under the Product Categories heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Serving Periods to select it. The Serving Periods Types screen appears



4 On this screen, the user can:

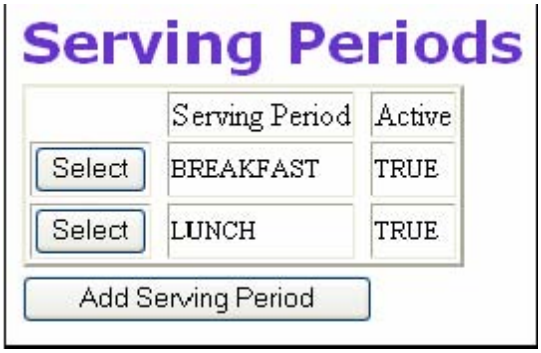
- Update an existing Serving Period.
- Add a new Serving Period.
- Delete an existing Serving Period.

Add Serving Periods

Follow these steps when adding Serving Periods.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Serving Periods option. The Serving Periods Type window appears.



3 Click on the **Add** Serving Periods button.

4 The Add Serving Periods appears.

5 Click in the field and then type the name of the Serving Periods.

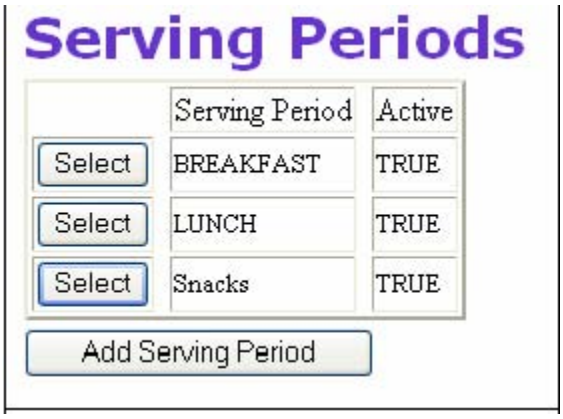
6 Click on the **Add** button. The Serving Periods screen appears again with the new serving period appearing in the list

Update Serving Periods

Follow these steps when updating Serving Periods.

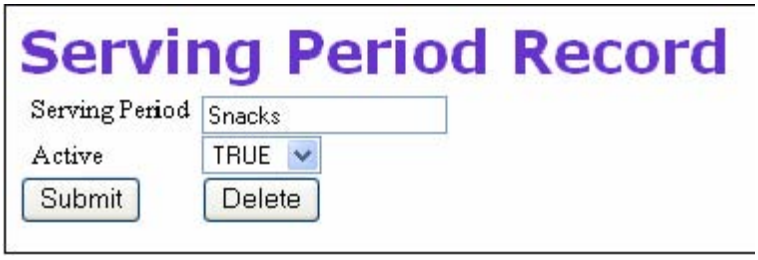
1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Serving Periods option. The Serving Periods window appears.



3 Click on the **Select** button for the desired Serving Periods.

4 The Serving Periods screen appears with the selected record.



5 Click in the field and change the name of the Serving Periods.

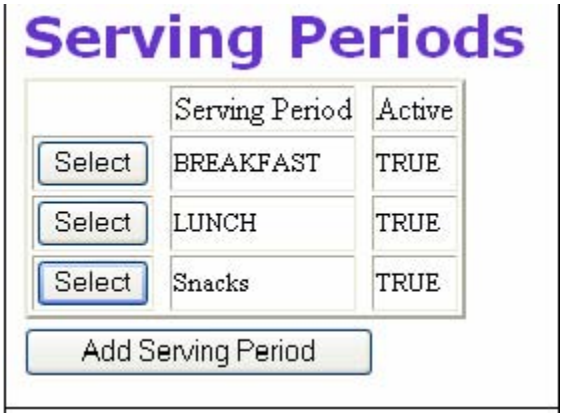
6 When complete, click on the **Submit** button. The Serving Periods screen appears again with the edited category appearing in the list.

Delete Serving Periods

Follow these steps when deleting a Serving Period.

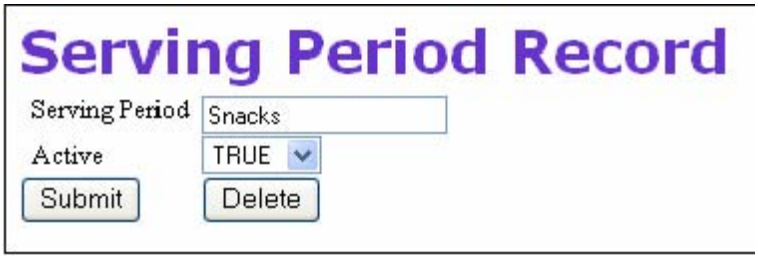
1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Serving Periods option. The Serving Periods window appears.



3 Click on the **Select** button for the desired Serving Periods.

4 The Serving Periods screen appears with the selected record.



6 Click on the **Delete** button. The Serving Periods screen appears again without the deleted category.

Cafeteria Sites

The Cafeteria Sites option is an important feature of the POS BackOffice application. It allows one cafeteria to serve multiple sites while maintaining separate reporting. One cafeteria can prepare meals, etc. for multiple sites but the reports are for each individual site.

Note: If the user does not use 'multi-sites' this feature does not apply. It is only activated by adding additional cafeteria sites.

Designate Primary Cafeteria Site

Setting up 'multiple sites' involves two different types of sites.

- **Primary Site.** The school name used in Global Setting 2 (School Name) is default Primary Site. The primary site is the site that receives the "Nobody Participant" sales; i.e., cash sales that are not sold to a particular participant in the database.
- **Other Sites**. The other schools served by the cafeteria.
- Refer to the heading Set Up Cafeteria Site for more information.

Modify Cafeteria Site Designations

The user can change any of the sub sites to the primary site at any time, but one site must be designated as the primary site. If the user desires to change a sub site to the primary site, select the sub site and change the option for "Primary" to **True**. BackOffice will automatically change the previous primary site to a sub site.

The names of the primary site and the other sites are the 'import key' used with SiteManager.

During an upgrade or new install, the current school name in Global Setting #2 will be the name of the primary site also, and all of its current students and sales data will be associated with that primary site.

Note: If the user desires to change any of the Cafeteria Site Names, make sure that BackOffice is NOT set up to communicate participant information to SiteManager. If it is, either turn this setting off first, or change the Cafeteria Name in SiteManager first and then change it in BackOffice

Changes in BackOffice Caused by Multi-Site Feature

The addition of Multi-Site capability to BackOffice, has caused changes to the way that BackOffice functions. Take note of these changes, and make any necessary adjustments to the system.

- BackOffice uses the Cafeteria Site Name as the import key to communicate to SiteManager. Previously, it used the school name as the import key.
- If upgrading from any version prior to 2.6, BackOffice uses the school name in Global Setting #2 to create a primary site with that name.
- During a new install, BackOffice will use the school name on the demo database (which is "STI Lunch") as primary site as well as the school name when the user logs into BackOffice. If the installation uses an existing database from the school, then BackOffice gets the current school name off the existing database and uses it as the primary cafeteria site name.

Access Cafeteria Sites

Follow these steps to access the Cafeteria Sites.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the Cafeteria Sites to select it. The Cafeteria Sites screen appears

4 On this screen, the user can:

- Update an existing Cafeteria Sites.
- Add a new Cafeteria Sites.
- Delete an existing Cafeteria Sites.

Add Cafeteria Sites

Follow these steps when adding Cafeteria Sites.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Cafeteria Sites option. The Cafeteria Sites window appears.

3 Click on the **Add** Site button.

4 The Add Cafeteria Sites appears.

5 Complete the following fields:

- **Site Name**. Click in the field and then type the name of the Cafeteria Site. In the example below, the user added the site “Fifth Grade School”.
- **Site Code**. Click in the field and then type the code for the Cafeteria Site. In the example below, the user left this field blank.
- **Primary**. Accept the default setting of **FALSE** or click on the drop down box and select the other option **TRUE**. There can be only one site set to **TRUE**. If the user sets any site to **TRUE**, then that site becomes the primary site. Any site that was previously the primary site will become a sub site.

6 Click on the **Add** button.

7 The Cafeteria Sites screen appears again with the new Cafeteria Sites appearing in the list

Update Cafeteria Sites

Follow these steps when updating Cafeteria Sites.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Cafeteria Sites option. The Cafeteria Sites window appears.

3 Click on the **Select** button for the desired Cafeteria Sites.

4 The Cafeteria Sites screen appears with the selected record.

5 Complete the following fields:

- **Site Name**. Click in the field and make changes to the name of the Cafeteria Site.
- **Site Code**. Click in the field and make changes to the Cafeteria Site.
- **Primary**. Accept the default setting or click on the drop down box and select the other option.

Note: There can be only one site set to **TRUE**. If the user sets any site to **TRUE**, then that site becomes the primary site. Any site that was previously the primary site will become a sub site.

6 When complete, click on the **Submit** button. The Cafeteria Sites screen appears again with the edited category appearing in the list.

Delete Cafeteria Sites

Follow these steps when deleting a Cafeteria Sites.

1 From the Back Office Main Menu, click on the **Settings** headings. The options available appear under the heading.

2 Locate and click on the Cafeteria Sites option. The Cafeteria Sites window appears.

3 Click on the **Select** button for the desired Cafeteria Sites.

4 The Cafeteria Sites screen appears with the selected record.

6 Click on the **Delete** button. The screen appears again without the deleted site.

Maintenance

Maintenance Options

Use BackOffice's Maintenance option to maintain records for participants, products, cashiers, menus and letters.

Follow these steps to access the different options under the **Maintenance** heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Maintenance** heading. The options available under the heading appear.

Maintenance
Participant
Product
Change Password
Grade
Menu Definitions
Form Letters
End of Year

3 There are eleven options under the heading. Click on the desired option.

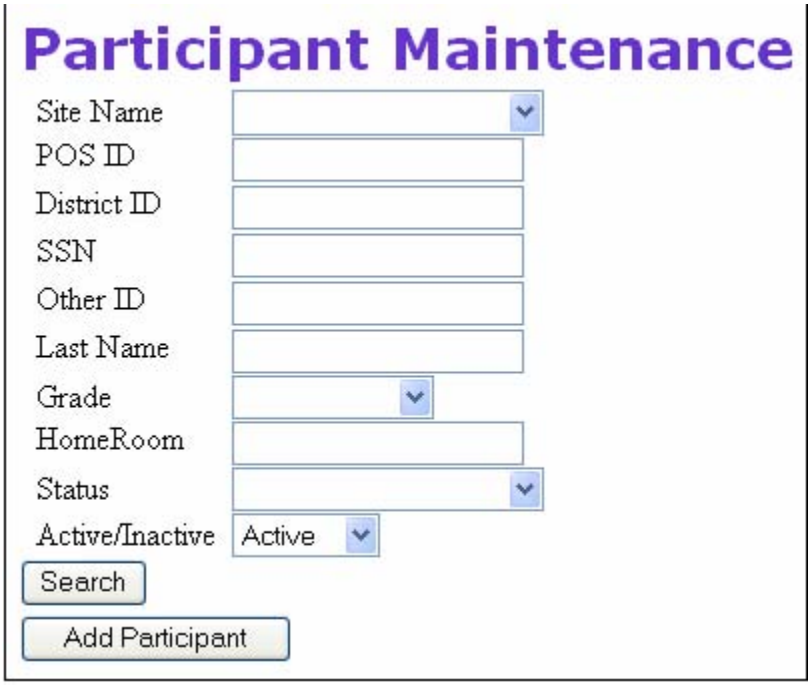
- **Participant.** This option allows you to maintain the records for each participant, including the contacts. Refer to the heading **Participant Record** for more information.
- **Product.** This option allows you to maintain the record for each product sold. Refer to the heading **Product Record** for more information.
- **Change Password.** This option allows you to change your password.
- **Grade.** This option allows you to maintain a list of valid grades.
- **Menu Definition**. This option allows you to maintain the records for each menu. This is how you add items to the menu. Refer to the heading **Menu Records** for more information.
- **Form Letters**. This option allows you to maintain the form letters that the system generates for accounts. Refer to the heading **Form Letters** for more information.
- **End of Year**. This option allows you to 'graduate' the participants from one grade to the next grade at the end of the school year as well as other procedures. Refer to the heading **End of Year Procedures** for more info.

Participant Maintenance

The Participant Maintenance option allows the user to access the records for all participants in the school. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Participant** option. The Participant Maintenance screen appears.



3 On this screen, the user can search for a participant or add a new participant.

Search for Participant Record

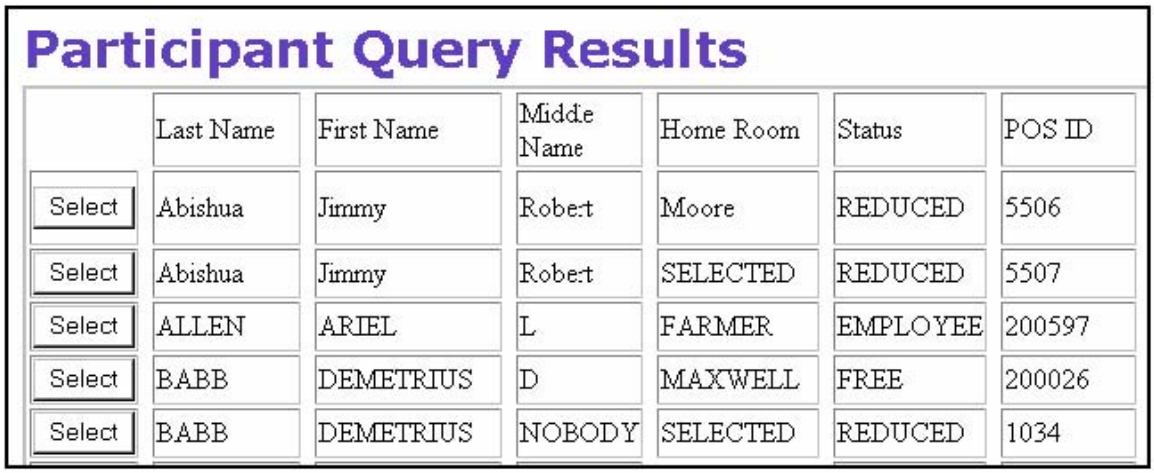
Follow these steps when searching for a Participant Record.

1 Select search parameters for one field or multiple fields:

- **Site Name**. Click on the drop down box and select the desired site.
- **POS ID**. Click in the field, and then enter the participant ID number.
- **District ID**. Click in the field, and then enter the participant ID number.
- **SSN.** Click in the field, and then enter the participant ID number.
- **Other ID.** Click in the field and then enter the Other ID number.
- **Last Name.** Click in the field, and then enter the participant's last name.
- **First Name.** Click in the field, and then enter the participant's first name.
- **Status.** Click in the field, and then select a status from the drop-down list.
- **Active/Inactive**. Click on the drop down box and select the desired site.

2 Click on the **Search** button.

3 The Participant Query Results screen appears.



4 From this screen, the user can select any existing record and maintain it.

- Update information.
- Update or add Contact Information.
- Update Account Information.

Add Participant Record

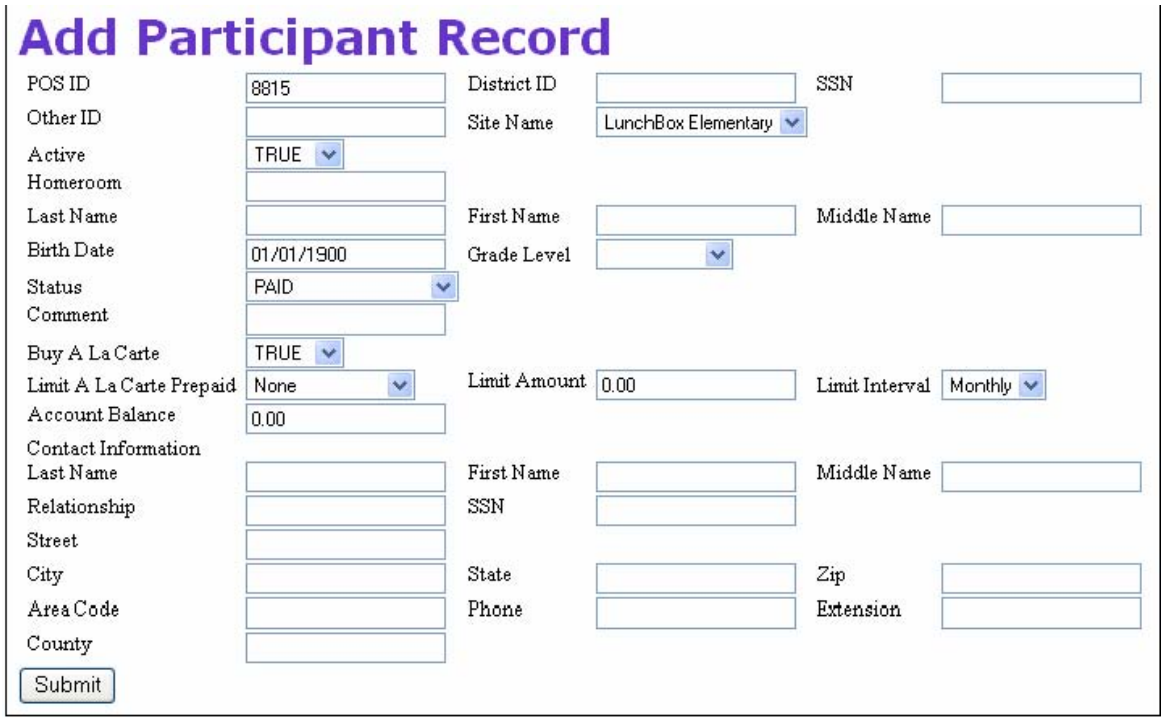
Follow these steps when adding a Participant Record.

1 From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Participant** option. The Participant Maintenance screen appears.

3 Click on the **Add Participant** button.

4 The Add Participant Record screen appears.



5 When adding a participant a suggested POSID will automatically populate the POSID field. This field can be changed if a new POSID has already been assigned to the participant by some other method.

6 Click in the different fields and enter data or select a setting for that field.

- In a text field, type the data. The data can be entered in lower case or upper case format.
- In the **Birth Date** field, click and drag across the setting in the field and then enter a valid date in the following format: MM-DD-YYYY. (May 15, 2001 would be entered as 05/15/2001).
- In a drop-down field, accept the default setting or click on the drop down box and elect an item from the list that appears by clicking on the desired setting.
- In the fields with dollar figures, click and drag across the existing setting and then enter the new amount. Money must be entered with the decimal if any cents are in the figure. For whole dollar amounts, just type the number. ($4.25 would be entered as **4.25**. $20.00 would be entered as **20**).

7 Click on the **Add** button.

8 The Participant Maintenance screen appears again. To review the record that was just added, perform a search and locate the record.

Note: A unique District ID is required when adding participants. An error message is given if the District ID is already in use or if the District ID field is left blank.

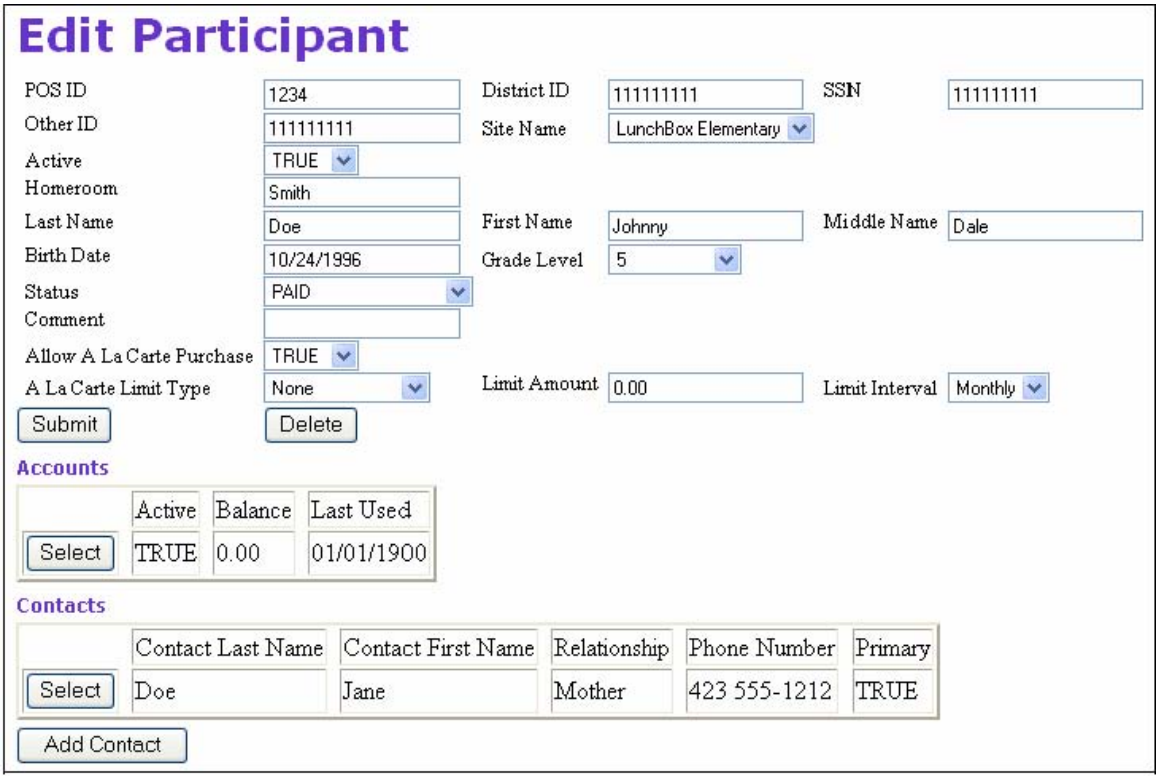
Edit Participant Record

Follow these steps when updating a Participant Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading **Search for Participant Record** for complete directions.

2 Locate the desired student record and then click on the **Submit** button for that record.

3 The Participant Record screen appears.



4 If data in a field is incorrect, the user can click in the appropriate field to enter or select new data.

- In a text field, enter the data for that field.
- In the drop-down field, select an item from the drop-down list.

Note: In the **Birth Date** field, enter a date in the following format: MM-DD-YYYY.

5 Maintain the **Account** information for the participant record. Access the desired account by clicking on the **Select** button. Refer to the heading **Participant's Account Record** for more information.

6 Maintain the **Contacts** information for the participant record.

- Access the desired contact record by clicking on the Select button. Refer to the heading **Update Contact Record** for more information.
- Add a new contact for the account by clicking on the Add Contact button. Refer to the heading **Add Contact Record** for more information.

7 When the edits are complete, click on the **Update** button.

Delete Participant Record

Follow these steps when deleting a Participant Record.

1 Begin by searching for a Participant Record. The Participant Maintenance Query Results screen appears. Refer to the heading Searching for a Participant Record for complete

directions.

2 Locate the desired participant and click on the **Submit** button.

3 Click on the **Delete** button.

4 If a participant has transactions then the user will be prompted to Continue with Participant Delete or Discontinue with Participant Delete.

Note: When attempting to delete a Participant, BackOffice will not allow the deletion of a Participant who has Active Free & Reduced Applications. If this is the case, the Participant is not deleted & text is displayed on the screen that says:

Cannot delete Participant: F&R Applications Exist

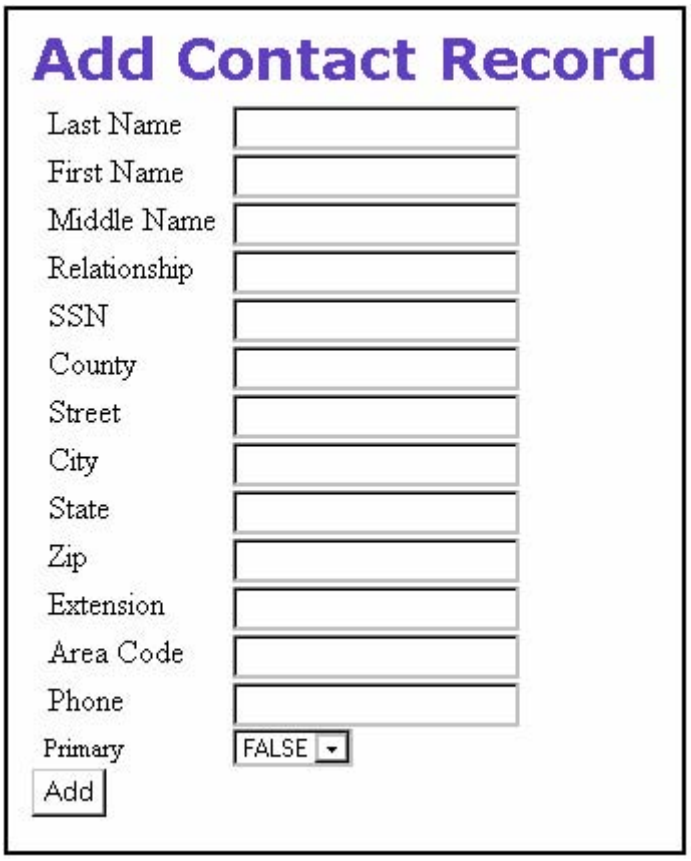
Add Contact Record

Follow these steps when adding a Contact Record to a Participant Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading **Searching for a Participant Record** for complete directions.

2 Locate the desired student record and click on the **Submit** button. The Participant Record screen appears.

3 Click on the **Add Contact** button. The Add Contact Record screen appears.



4 Click in each field and enter the data for that field. You may enter the data in lower case or upper case format. All data becomes upper case once you click on the **Add** button. The **SSN** field and **Phone** field have no format restrictions.

5 Click on the **Add** Button. The Edit Participant screen displays again with the new contact listed in the Contacts section of the screen.

Update Contact Record

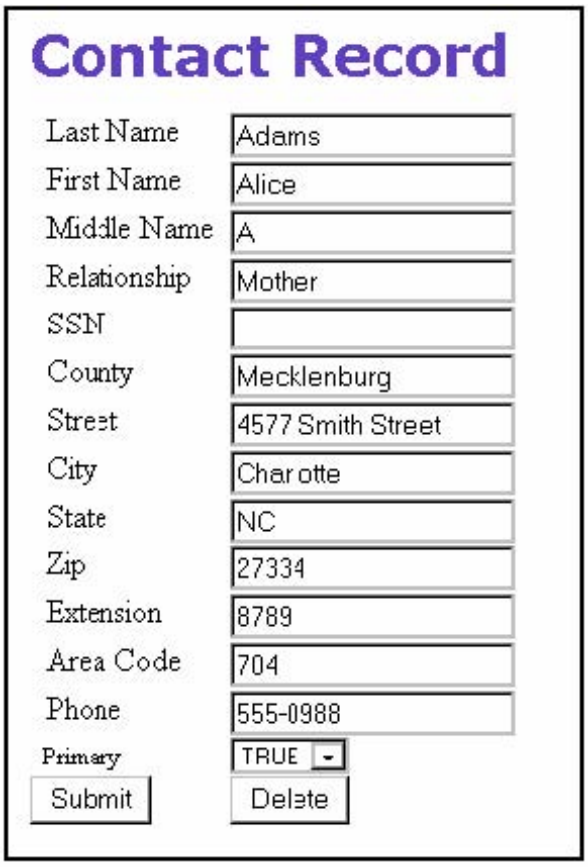
Follow these steps when updating or deleting a Contact Record that already exists in a Student Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading Searching for a Participant Record for complete directions.

2 Locate the desired student record and click on the **Submit** button. The Participant Record screen appears. The Contact Record information appears at the bottom of the screen.

3 Click on the **Submit** button beside the Contact record to edit the information about that contact.

4 The Contact Record screen appears with the data for that contact.



5 To update the information for the contact, click and drag across the data in the desired field. Then type the correct data. The new data replaces the old data.

6 Click on the **Submit** button.

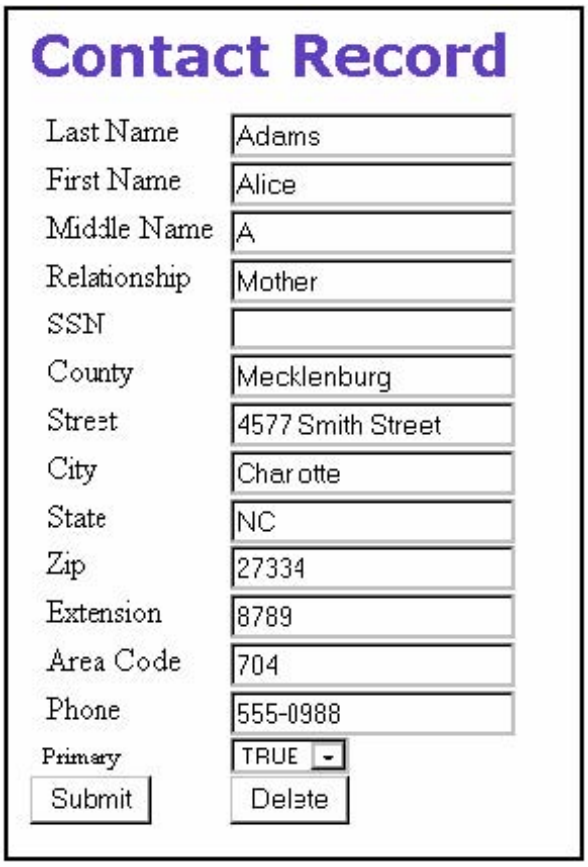
Delete Contact Record

Follow these steps when deleting a Contact Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading Searching for a Participant Record for complete directions.

2 Locate the desired student record and click on the **Select** button. The Participant Record screen appears. The Contact Record information appears at the bottom of the screen. In the abbreviated figure below, only the Contacts information section of the screen is displayed.

3 Click on the **Select** button beside the desired Contact record. The contact information displays. (The abbreviated figure below only displays on top and bottom of the screen.)



4 Click on the **Delete** button. The contact record is deleted and the Edit Participant screen appears again without the contact.

Update Participant's Account Record

Follow these steps when updating a Participant's Account Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading **Search for Participant Record** for complete directions.

2 Locate the desired student record and click on the **Select** button. The Participant Record screen appears. The Account Record information appears at the middle of the screen

3 Locate the desired account record and click on the **Select** button. The Account Record screen appears.

4 Six fields can be changed on this screen.

- **Active**. Make the account active by setting this field to TRUE. Make the account inactive by setting this field to FALSE.
- **Adjustment Type**. Increase the value of the balance by entering a dollar amount. (5.75) Decrease the value of the balance by entering a negative dollar amount. (-4.50)
- **Affect Today's Cash**. Accept the default setting or click in the drop down box and select the desired setting.
- **Serving Period**. Accept the default setting or click in the drop down box and select the desired setting.
- **Cashier**. Accept the default setting or click in the drop down box and select the desired setting.
- **Adjustment Amount**. Type in the amount of any adjustment.

5 Click on the **Submit** button.

Product Maintenance

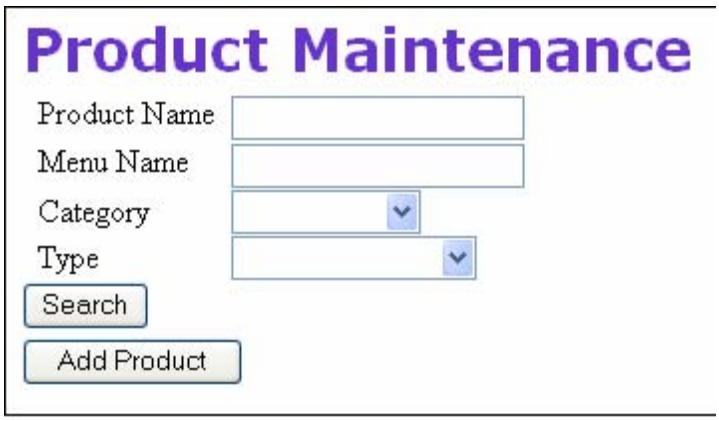
The Product Maintenance option allows the user to access the records for all products used in the school cafeteria. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records unless the host's site is utilizing the Menus' module in SiteManager.

If menus are being used in SiteManager, then sites using BackOffice are still able to add products, but they cannot change or delete existing products. The products added in BackOffice will communicate up to SiteManager and become permanent products before being sent to all other sites during the nightly communication process. All products added in SiteManager will be distributed to all sites.

Note: To Utilize Menu Building from SiteManager the global setting 170 must be set to True.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Product** option. The **Product** Maintenance screen appears.



3 At this point, the user can:

- Search for a product
- Add a product.

Search for Product Record

Follow these steps when searching for a Product Record.

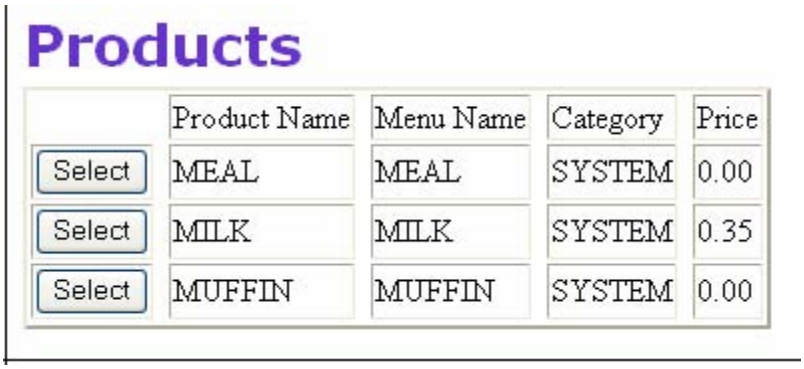
1 From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Product** option. The Product Maintenance screen appears.

3 Enter or select search parameters for one field or multiple fields:

- Click in the **Product Name** field, and then enter the product name.
- Click in the **Menu Name** field, and then enter the menu name (this is the name that will be displayed at the Terminal.
- Click in the **Category** field, and then select an item from the drop-down list.
- Click in the **Type** field, and then select an item from the drop-down list. This parameter allows the user to search by product type such as “MEAL”.

4 Click on the **Search** button. The Products screen appears with results.



9 At this point, the user can:

• Access the product record for any of the listed products by clicking on the **Select** button.

• Return to the Product Maintenance screen and perform another search. .

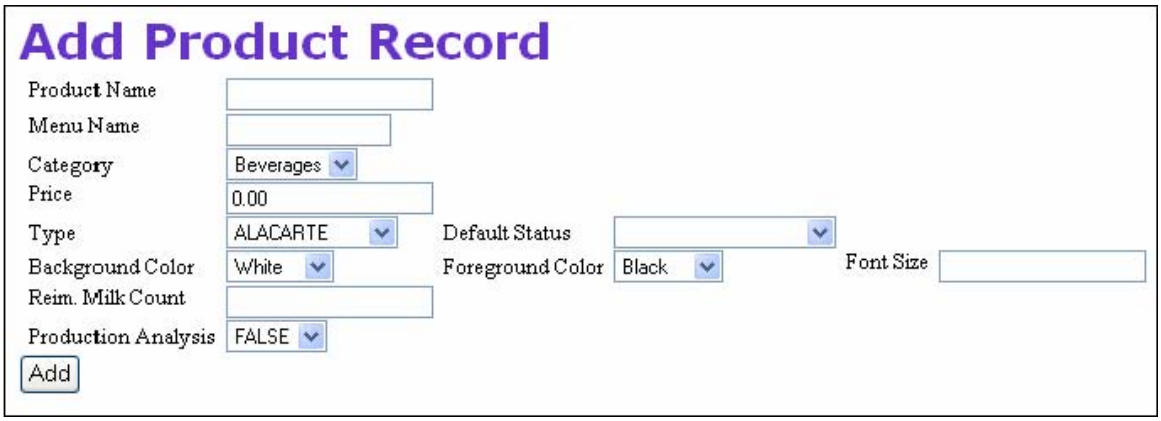
Add Product Record

Follow these steps when adding a Product Record.

1 From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Product** option. The Product Maintenance screen appears.

3 Click on the **Add Product** button. The Add Product Record Screen appears.



4 Click in the fields to enter or select data for that field. start

• **Product Name**. Type the name for the product.

• **Menu Name**. Type the name to appear on the menu for the product.

• **Category**. Click in the drop down box and select the desired setting.

• **Price**. Type the price of the product.

• **Type**. Click in the drop down box and select the desired setting.

• **Default Status**. Meals now can also be associated with a Default Status. Click in the drop down box and select the desired setting. This field can be left blank. For more information refer to the heading **Multi-Meal and Default Setting** later in this chapter.

• **Background Color**. Leave this field blank to accept the system settings or type the

desired background color.

• **Foreground Color**. Leave this field blank to accept the system settings or type the desired foreground color.

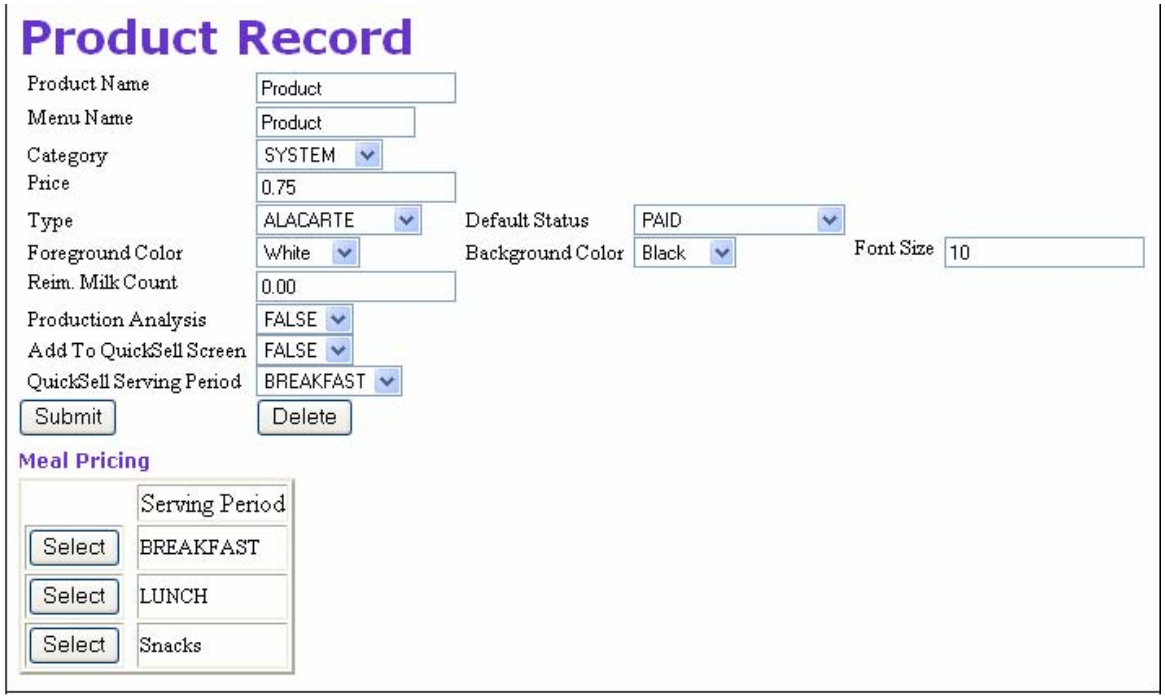
• **Font Size**. Leave this field blank to accept the system settings or type the desired font size.

• **Reim. Milk Count**. Type the setting for this field or leave it blank.

• **Production Analysis**. Accept the default setting (False) or click in the drop down box and select another setting (True). When set to True, the product will be included in the Production Analysis procedures.

10 When the fields are complete, click on the **Add** button.

11 The Product Record screen appears again with the serving periods listed.



7 At this point, the user needs to complete the settings for Meal Pricing.

8 All of the serving periods for the site are listed under the heading **Product Meal Pricing**. Locate the desired serving period and click on **Select**. Refer to the heading **Meal Pricing** for more information.

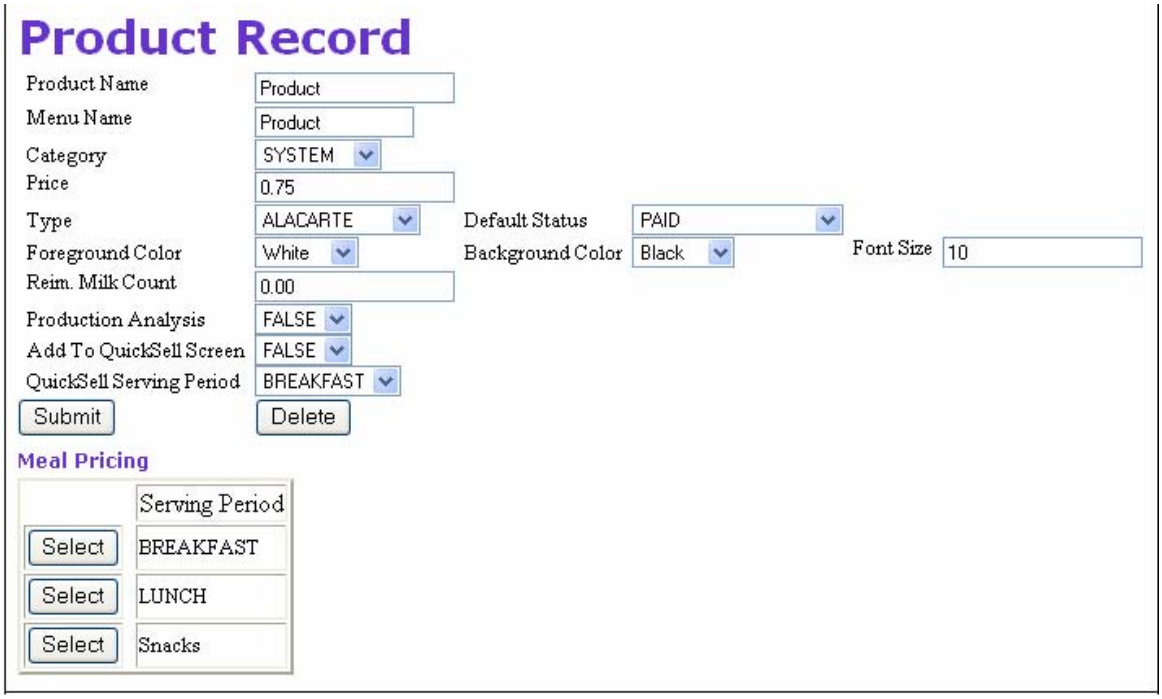
Note: Products can be sold in multiple serving periods.

Edit Product Record

Follow these steps when updating a Product Record.

1 Begin by searching for a Product Record. The Participant Query Results screen appears. Refer to the heading Searching for a Product Record for complete directions.

2 Locate the desired product and click on the **Submit** button. The Product Record screen appears.



3 If data in a field is incorrect, the use can click in the appropriate field to enter or select new data.

- In a text field, enter the data for that field.
- In the drop-down field, select an item from the drop-down list.

4 Set the prices for the product during appropriate Serving Periods. Locate the desired Serving Period and click on the **Select** button. Refer to the heading **Product Meal Pricing** for more information.

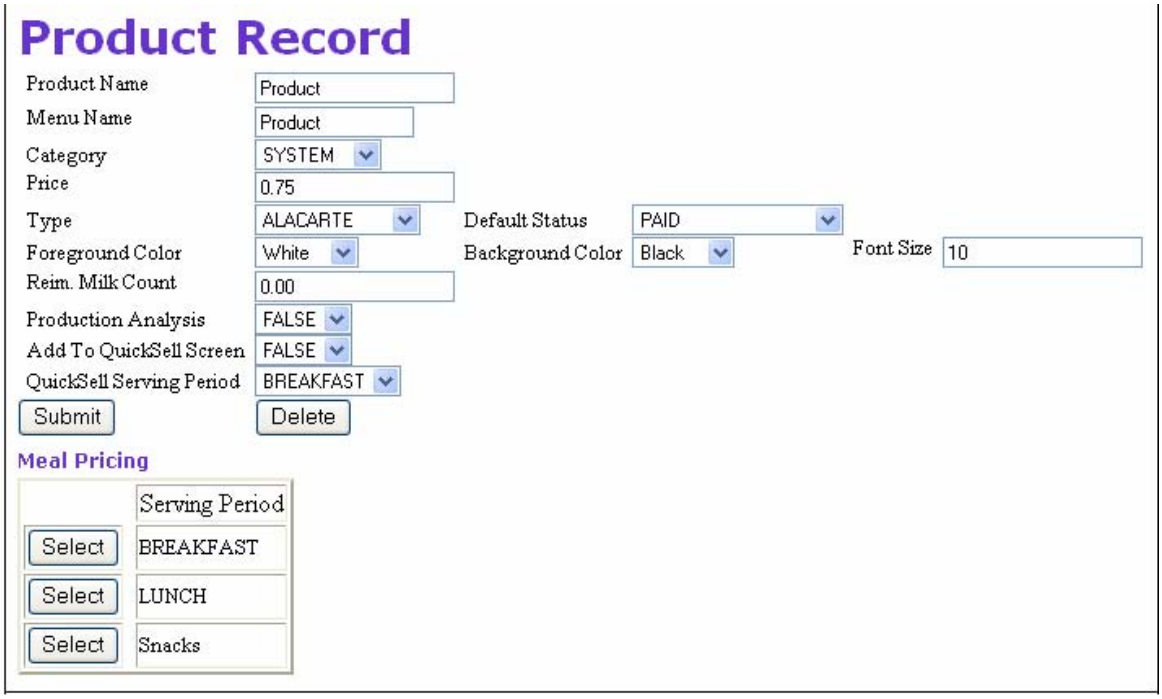
5 When complete, click on the **Submit** button.

Delete Product Record

Follow these steps when deleting a Product Record.

1 Begin by searching for a Product Record. The Participant Query Results screen appears. Refer to the heading Searching for a Product Record for complete directions.

2 Locate the desired product and click on the **Submit** button. The Product Record screen appears.



3 Click on the **Delete** button.

4 The Products screen appears again without the deleted product.

Product Meal Pricing

Follow these steps when setting the prices for a product in a serving period.

1 Begin by accessing the Product Record screen for the desired product.

2 Locate the desired Serving Period and click on the **Select** button. The Product Meal Pricing screen appears.

5 For each status, the user can set a "Meal Price" and an "Extra Meal Price". Setting a price for each status allows the cafeteria to serve multiple meals with independent meal prices.

6 When complete, click on the **Submit** button.

7 The Products Record screen appears again.

8 At this point, the user can:

- Select another Serving Period to enter prices.
- When all of the prices for all of the desired Serving Periods are complete, click on the **Submit** button.

Note: When a new meal (product) is complete, add it to the menu for each serving period that it is needed. Refer to the heading **Menu Definitions** later in this chapter for more information.

Multi-Meal and Default Setting

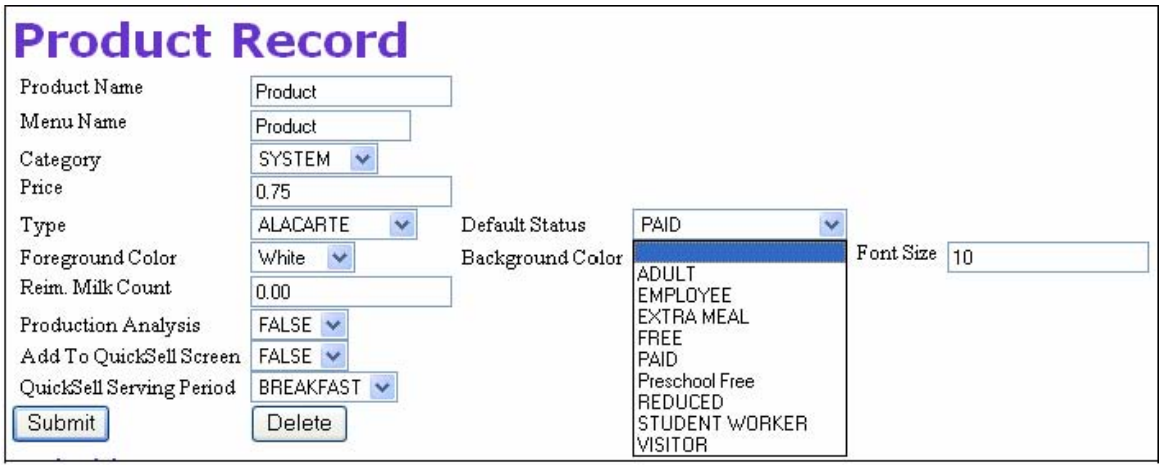
Meals can be associated with a Default Status. This allows the cafeteria to offer a product that would just sell with a particular status, such as a reduced meal without the cashier having to select the status.

On the Add Product Record screen or the Product Record screen, select the desired Default Status for this meal.

Note: When initiating a "cash sale" to a non-participant, the default status is used when no other status has been selected for that transaction.

However, if the cashier accesses a participant with "Paid" status, and tries to sell a product with the Default Status of 'Reduced", the product rings up as PAID rather than REDUCED.

On the Product Record or Add Product Record screen, the Default Status field lists the different status settings that have been added to the software.



The screen above lists nine possible settings for Default Status.

Set Meal Prices for Status

The feature for 'multiple meals' has changed the location of meal pricing for the different 'status' parameters.

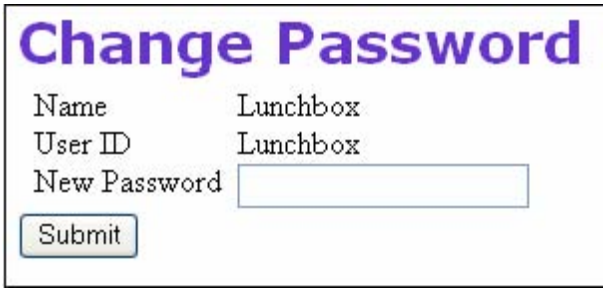
- Access the Product record under Maintenance and search for a product called "MEAL." Then change the prices for each status there.
- Previously, the user went to Participant Status under Settings to change the meal prices for each status.

Change Password

The Change Password option allows the user to change their password.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Change Password** option. The **Change Password** screen appears.



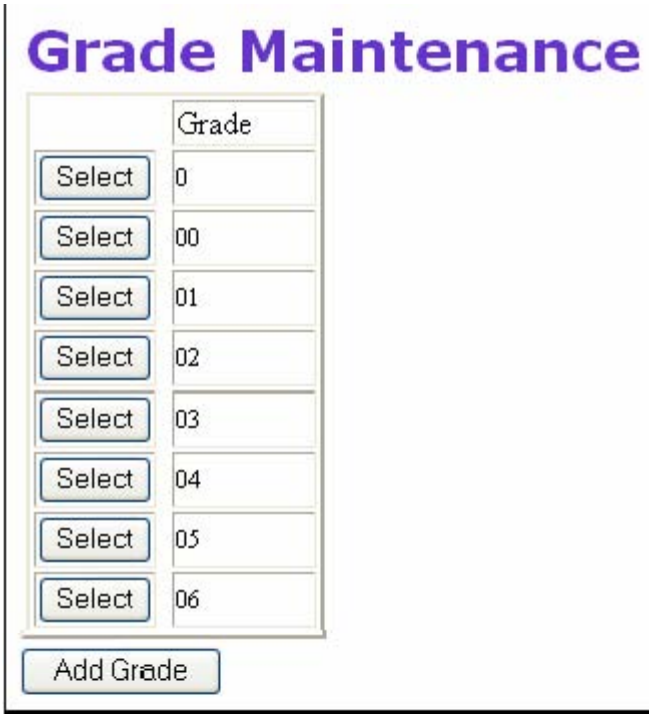
3 Type in the new password for this user and click on Submit.

Grade

The Grade option allows the user to maintain a list of valid grades for the system.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Grade** option. The **Grade** screen appears.



3 The Grade can be modified by clicking the select button or a Grade can be added by clicking the Add Grade button.

Menu Definitions

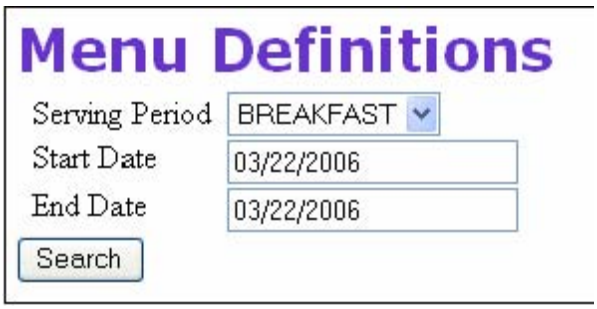
The Menu Definitions option allows the user to access the records for all menus currently set up in the school cafeteria. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records unless the host's site is utilizing the Menus' module in SiteManager.

If menus are being used in SiteManager, then sites using BackOffice are not allowed to add menu definitions. Menu planning in SiteManager will be distributed to menu definitions and menu scheduling in BackOffice for each site during nightly communications.

If menus are to be kept more or less than 30 days, then change the value in global setting 171 to the number of days to keep menus.

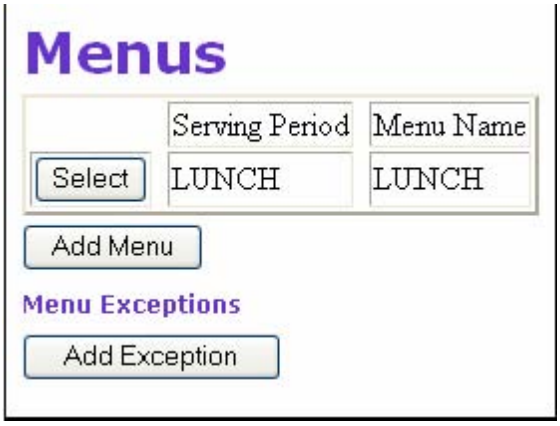
1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

3 Click on the **Menu Definitions** option. The **Menu Definitions** search screen appears.



4 At this point, the user can search for defined Menus by setting the search parameters and clicking the Search button.

5 A screen of Menus matching the search criteria is displayed.



Add Menu Record

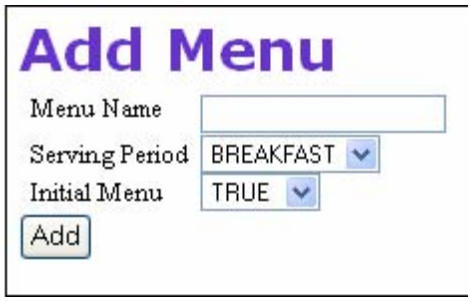
Follow these steps when adding a Menu Record.

1 Access the Menus screen. From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Menu Definitions** option. The Menus Definition search screen appears. Adjust the search parameters and click on Search.

4 Click on the **Add Menu** button to add a new menu.

5 The Add Menu screen appears.



5 Click in the appropriate field to enter or select data for that field.

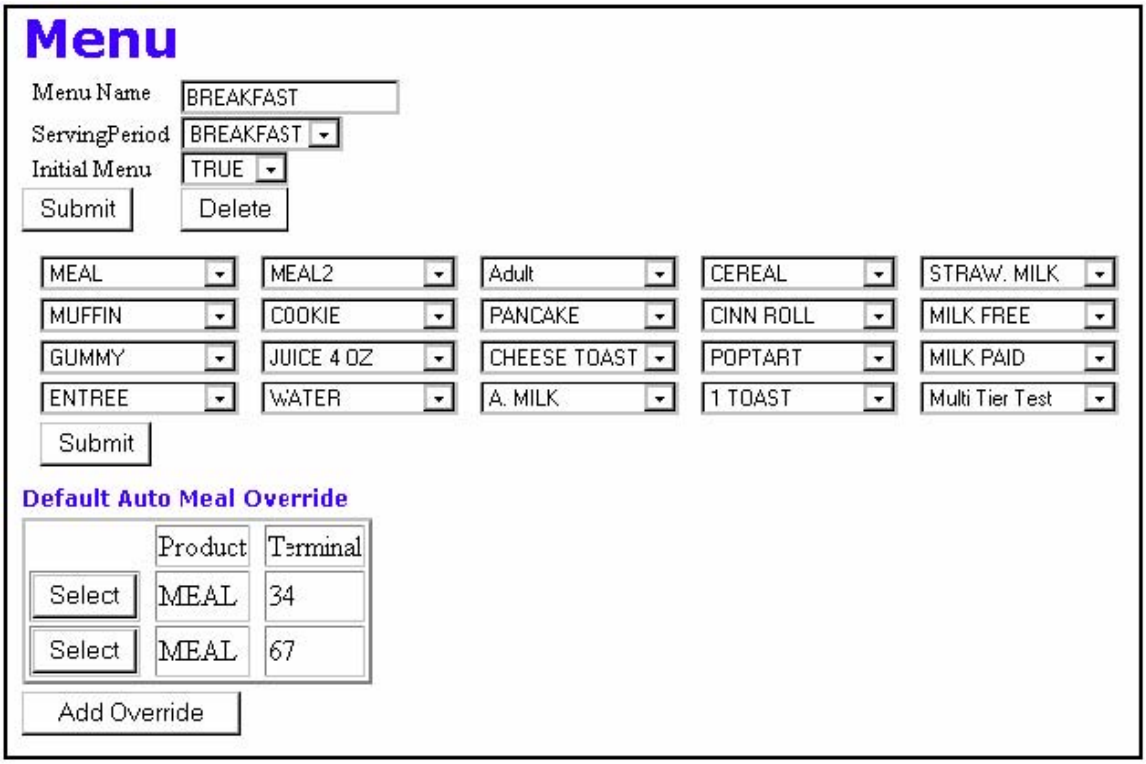
- In a text field, enter the data for that field.
- In the drop-down field, select an item from the drop-down list.

6 Click on the **Add** button. The Menu Record screen appears.

7 Click in the drop down buttons and select the desired menu items.

8 Add any Default Auto Meal Overrides that are needed.

9 When the selections are complete, the screen will resemble the following figure.



10 When the menu is complete, click on the **Submit** button.

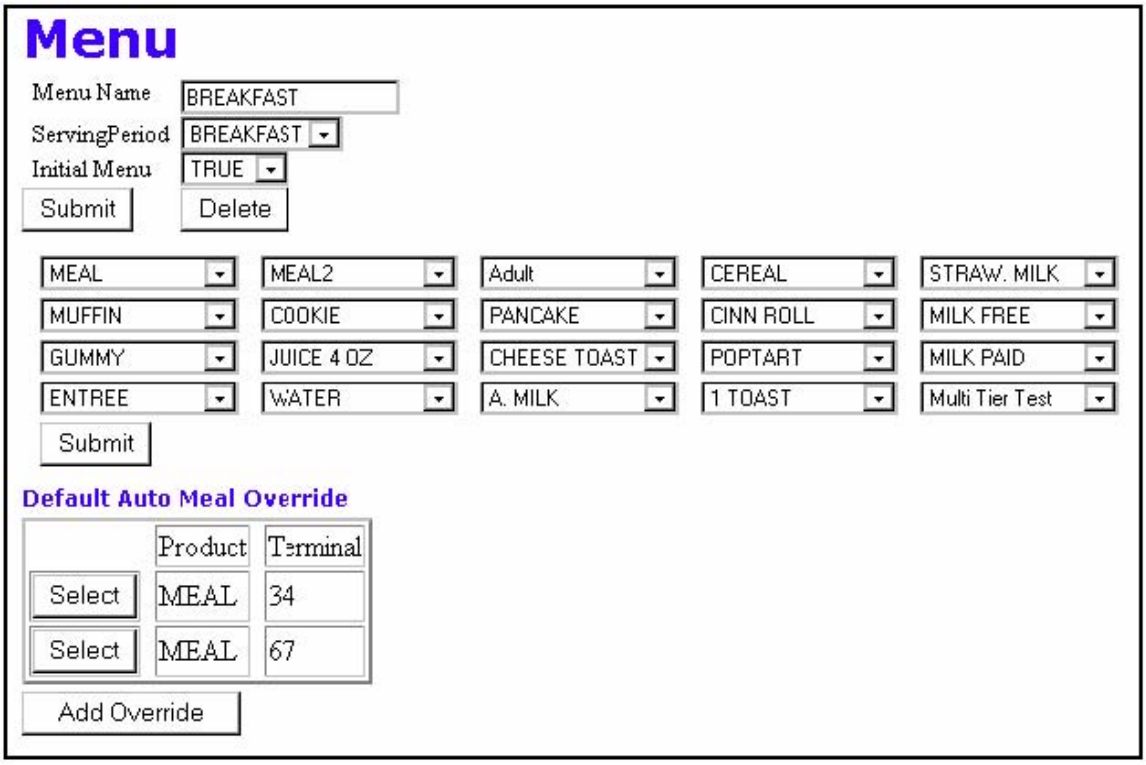
Update Menu Record

Follow these steps when updating a Menu Record.

1 Begin by accessing the Menus. Refer to the heading Accessing Menu Records for complete directions.

2 Locate the desired menu and click on the **Select** button.

3 The Menu Record screen appears.



4 If data in a field is incorrect, click in the appropriate field to enter or select new data.

- In the drop-down field, select an item from the drop-down list.
- Edit any of the Default Auto Meal Overrides by clicking on the **Select** button.
- Add any needed Default Auto Meal Overrides by clicking on the **Add Override** button.

5 Click on the **Submit** button.

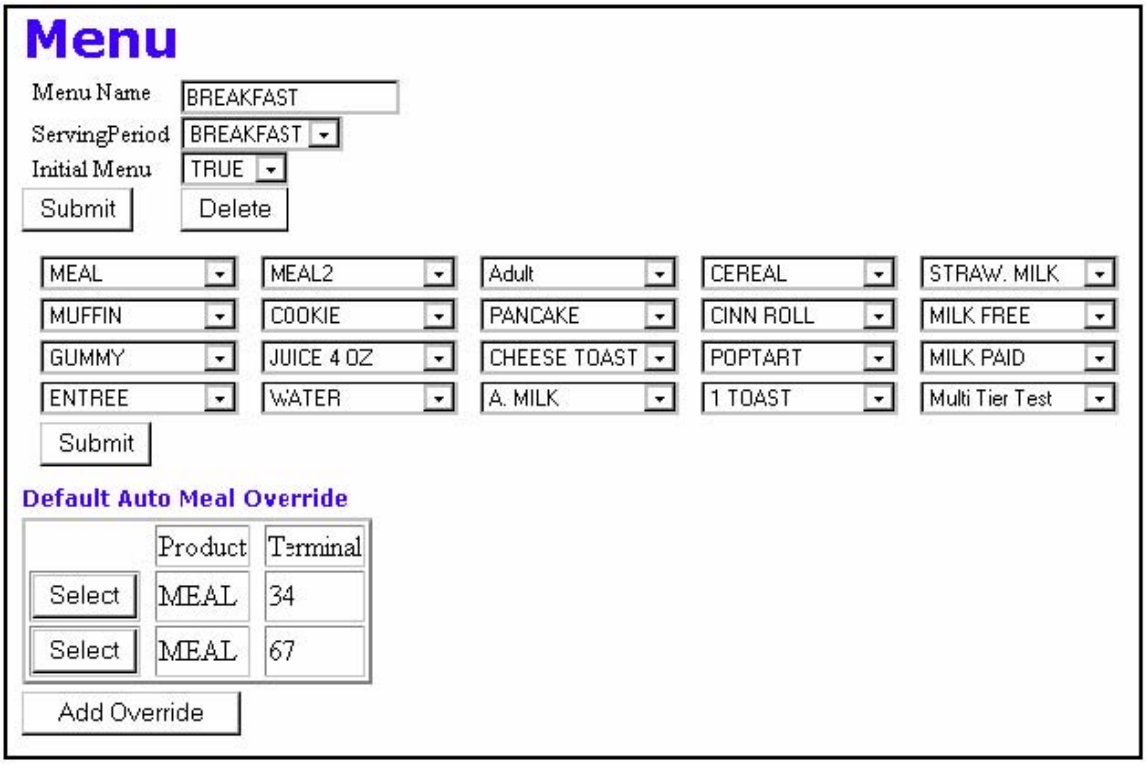
Delete Menu Record

Follow these steps when deleting a Menu Record.

1 Begin by accessing the Menus. Refer to the heading Accessing Menu Records for complete directions.

2 Locate the desired menu and click on the **Submit** button.

3 The Menu Record screen appears.



4 Click on the **Delete** button.

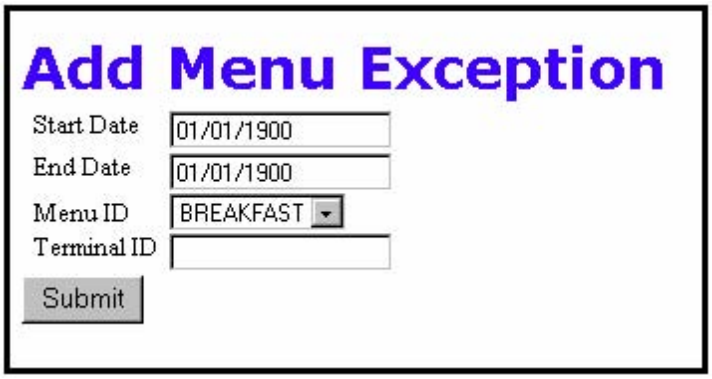
5 The Menu Records screen appears again without the deleted record.

Add Menu Exception

Follow these steps when adding a Menu Exception.

1 Begin by accessing the Menus. Refer to the heading **Accessing Menu Records** for complete directions.

2 On the Menus screen, click on the **Add Exception** button. The Add Menu Exception screen appears.



3 Click in the **Start Date** field and enter the starting date for the exception.

4 Click in the **End Date** field and enter the ending date for the exception.

Note: You must enter a valid date in the Format: MM/DD/YYYY (i.e., 05/29/2001).

5 Click in the **Menu ID** field and select the desired menu for the exception.

6 Click in the **Terminal ID** field and enter the ID number.

7 Click on the **Submit** button. The Menus screen appears again with the new Menu Exception added to the screen.

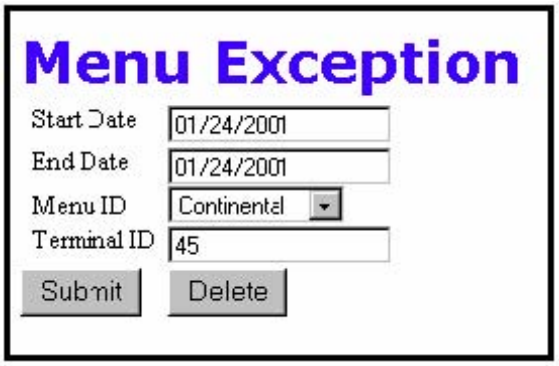
Update Menu Exception

Follow these steps when updating a Menu Exception.

1 Begin by accessing the Menus. Refer to the heading **Accessing Menu Records** for complete directions.

2 On the Menus screen, locate the desired Menu Exception. Click on the **Submit** button for that exception.

3 The Menu Exception screen appears.



4 If data in a field is incorrect, click in the appropriate field to enter new data.

Note: You must enter a valid date in the format: MM/DD/YYYY.

5 Click on the **Submit** button.

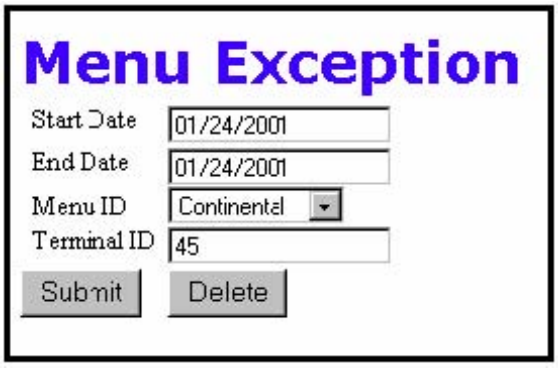
Delete Menu Exception

Follow these steps when deleting a Menu Exception.

1 Begin by accessing the Menus. Refer to the heading Accessing Menu Records for complete directions.

2 On the Menus screen, locate the desired Menu Exception. Click on the **Submit** button for that exception.

3 The Menu Exception screen appears.



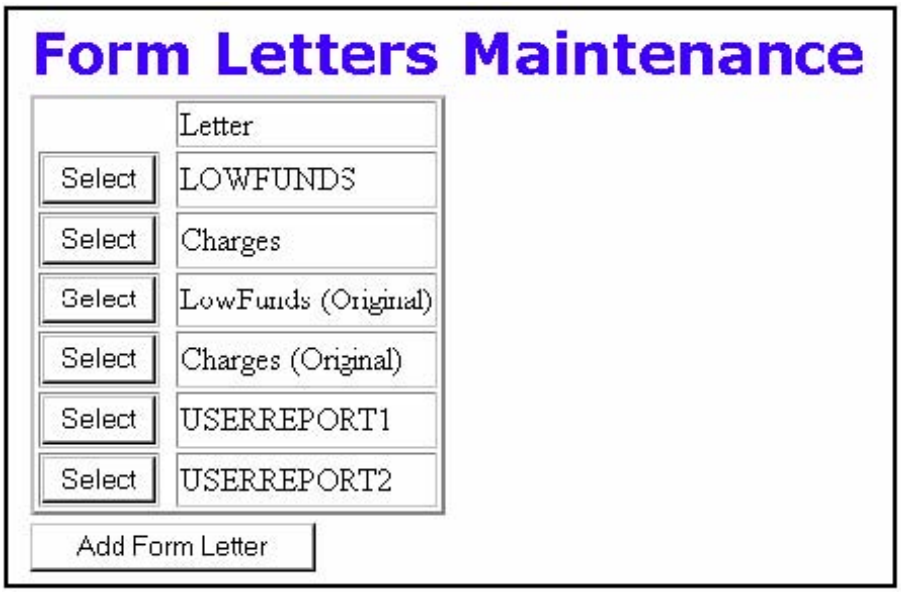
4 Click on the **Delete** button.

Form Letters

The **Form Letters** option allows the user to access the records for all form letters used to send information home to parents. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Form Letters** option. The **Form Letters** screen appears.



3 At this point, the user can:

- Edit or delete a Form Letter
- Add a Form Letter.
- Edit or delete a Menu Exception.

Edit Form Letter

Follow these steps when editing a Form Letter.

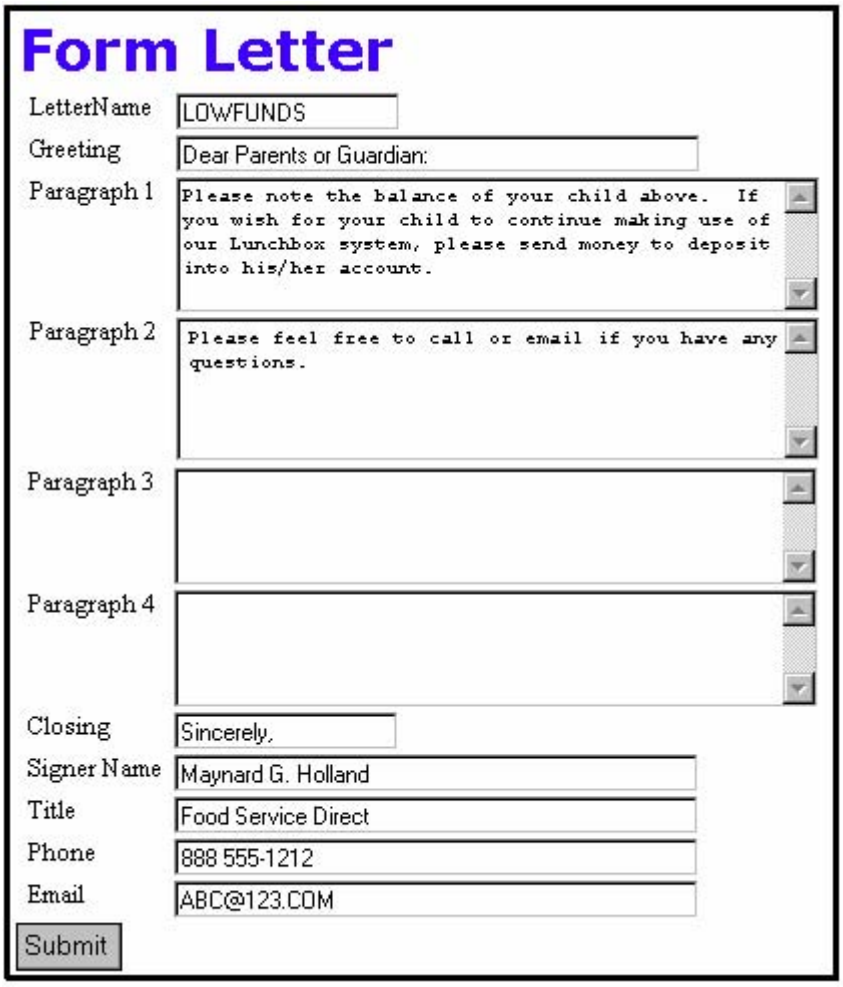
1 Back Office Main Menu, click on the **Maintenance** heading. The options available are listed

underneath the heading.

2 Click on the **Form Letters** option. The **Form Letters** screen appears.

3 Click on the **Submit** button for the desired letter.

4 The Edit Letter screen appears.



4 Click in any field to access the text there and change it.

5 When complete, click on the **Submit** button.

Add Form Letter

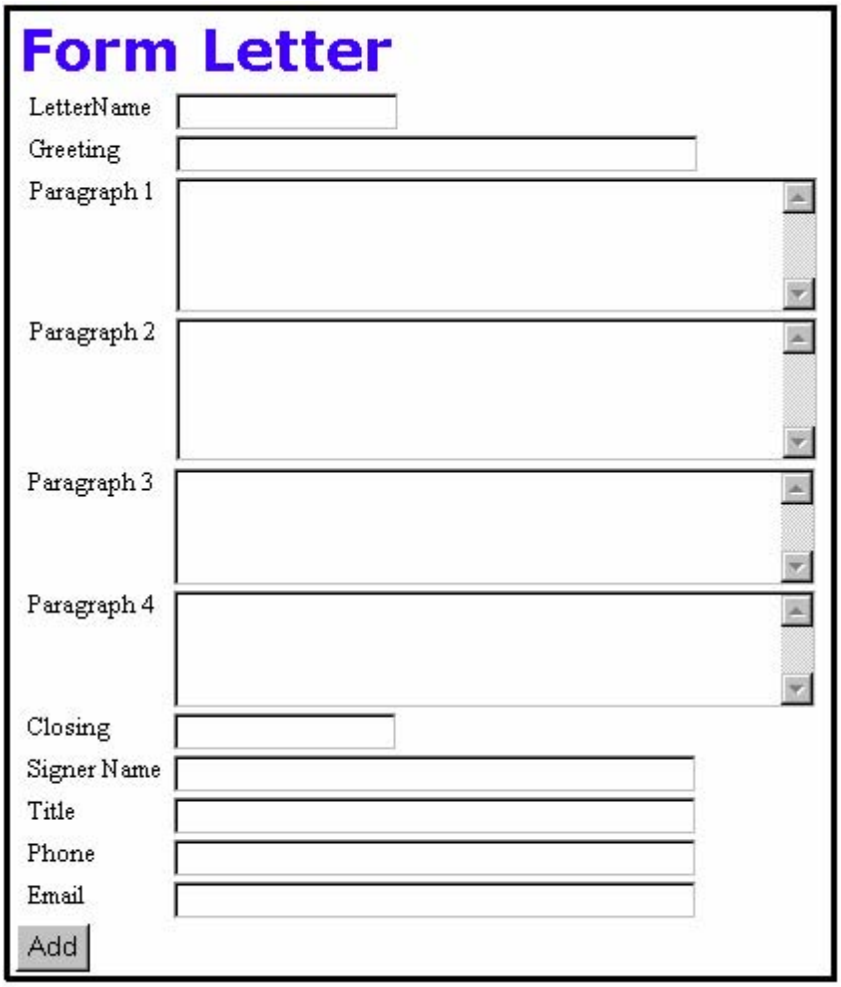
Follow these steps when adding a Form Letter.

1 Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Form Letters** option. The **Form Letters** screen appears.

3 Click on the **Add Form Letter** button for the desired letter.

4 The Form Letter screen appears.



4 Click in each field and type text there.

5 When complete, click on the **Add** button.

End of Year Procedures

The End of Year procedure for POS BackOffice performs important functions for the school. This operation cannot be reversed. It cannot be 'practiced'. These procedures allow the school records to:

- Graduate all participants at a selected grade level. This procedure takes the information of participants with grade levels marked for graduation and copies the information to a file in the computer. The information for graduates can be sent to other schools in the system. 'Graduates' are not in the system at the beginning of the next school year when the purge procedure is also run.
- Advances each student record to the next grade level.
- Purge all transactions and delete inactive students. The user sets the 'before' date for all transactions to delete.
- Set the Homeroom field in each student record to blank. New homerooms are assigned in the fall.

• Set every account balance to zero ($0.00).

• Delete students who are 'Inactive' and who do not have any transactions. This removes students who moved or never started school.

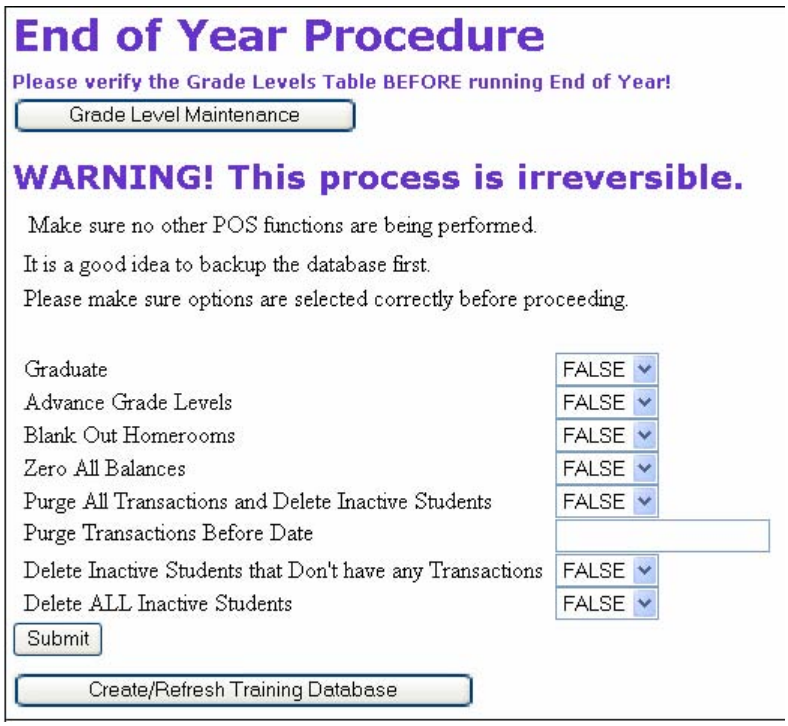
Warning: The user should not use the End of Year procedure UNTIL AFTER THE END OF THE SCHOOL YEAR. **This process cannot be reversed!**

Access End of Year Procedure

Follow these steps when accessing the End of Year procedure.

1 From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **End of Year** option. The **End of Year** screen appears.


End of Year Procedure
Please verify the Grade Levels Table BEFORE running End of Year!
Grade Level Maintenance
WARNING! This process is irreversible.
Make sure no other POS functions are being performed.
It is a good idea to backup the database first.
Please make sure options are selected correctly before proceeding.
Graduate
FALSE
Advance Grade Levels
FALSE
Blank Out Homerooms
FALSE
Zero All Balances
FALSE
Purge All Transactions and Delete Inactive Students
FALSE
Purge Transactions Before Date
Delete Inactive Students that Don't have any Transactions
FALSE
Delete ALL Inactive Students
FALSE
Submit
Create/Refresh Training Database

3 Set all of the Grade Levels first. Refer to the next heading **Grade Level Maintenance** for complete directions.

4 To select a procedure to run, click in the drop down box and select TRUE. When the setting is FALSE, that procedure does not run.

• **Graduate**.

• **Grade Advance Levels**.

• **Blank Out Homerooms**.

• **Zero All Balances**.

• **Purge Transactions and Delete Inactive Students**.

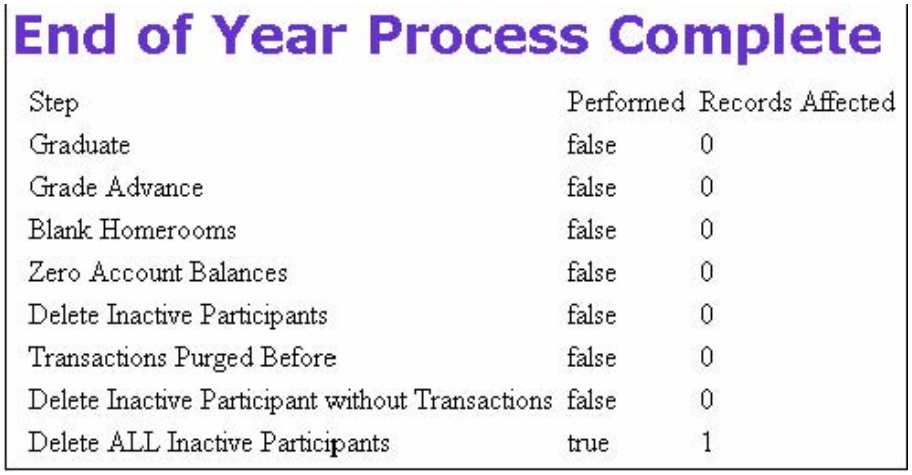
• **Purge Transactions before Date**. When the preceding field is TRUE, click in this field and enter desired date for purge. Use the format MM/DD/YY.

• **Delete Inactive Students that Don't have any Transactions**.

• **Delete ALL Inactive Students**. If this field is set to true, *ALL* inactive participants will be deleted, *REGARDLESS* of whether or not they have any transactions.

5 When the Grade Levels are correct and the settings in the End of Year Procedures are correct, click on the **Submit** button. Refer to the heading **Review End of Year Process**.

6 Once the End of Year Process is submitted and processed a screen similar to the screen below will appear with what steps where performed and how many records affected.



End of Year Process Complete

Step	Performed	Records Affected
Graduate	false	0
Grade Advance	false	0
Blank Homerooms	false	0
Zero Account Balances	false	0
Delete Inactive Participants	false	0
Transactions Purged Before	false	0
Delete Inactive Participant without Transactions	false	0
Delete ALL Inactive Participants	true	1

WARNING: DO NOT RUN END OF YEAR UNTIL AFTER THE END OF THE SCHOOL YEAR. IT CANNOT BE REVERSED.

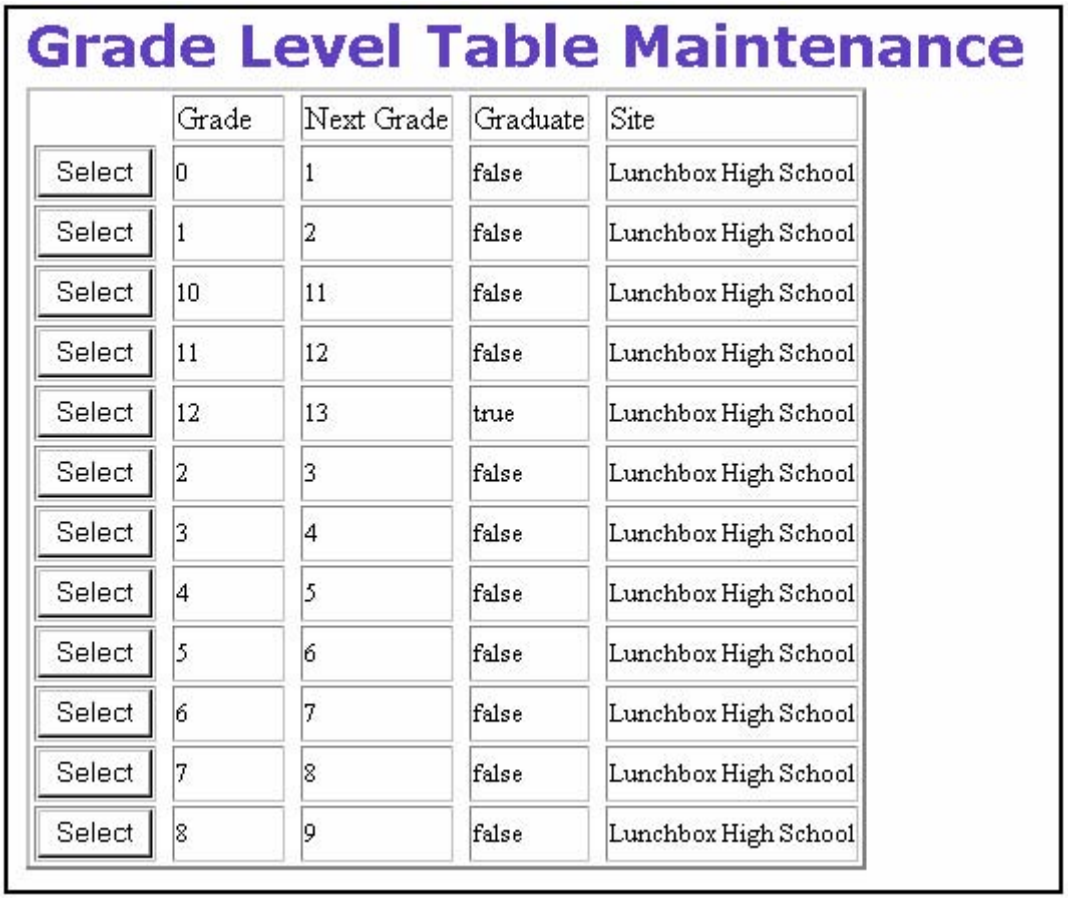
Grade Level Maintenance

Follow these steps to maintain 'grade levels' before performing the end of year procedures.

1 Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **End of Year** option. The **End of Year** screen appears.

3 Click on the **Grade Level Maintenance** button. The **Grade Level Maintenance** screen appears. In the example below, the school is set up for Kindergarten through Grade 6. Any combination of grades can be set up.


Grade Level Table Maintenance
Grade
Next Grade
Graduate
Site
Select 0 1 false Lunchbox High School
Select 1 2 false Lunchbox High School
Select 10 11 false Lunchbox High School
Select 11 12 false Lunchbox High School
Select 12 13 true Lunchbox High School
Select 2 3 false Lunchbox High School
Select 3 4 false Lunchbox High School
Select 4 5 false Lunchbox High School
Select 5 6 false Lunchbox High School
Select 6 7 false Lunchbox High School
Select 7 8 false Lunchbox High School
Select 8 9 false Lunchbox High School

3 On this screen, you can:

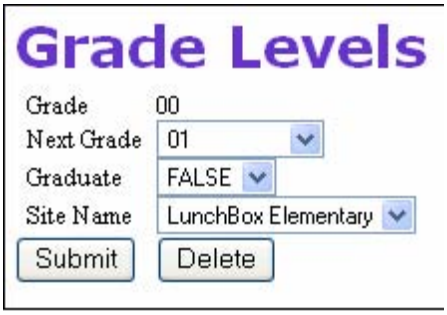
- Edit an existing grade level.
- Delete an existing grade level.
- Add another grade level.

Edit Grade Level

Complete the following steps to edit a grade level.

1 On the Maintain Grade Level screen, click on the **Submit** button for the desired grade.

2 The Grade Levels screen appears.



3 Click in any text field to access the text there and change it.

- **Grade**. This is the current grade level. Do not change this setting.

• **Next Grade**. This is the grade level for the participants for the next year. For high school seniors (12) this setting should be 13 so that their records are removed from the system after the end of the year.

• **Graduate.** Click in the drop down box to change the setting for graduating from FALSE to TRUE if this is the last grade at the school.

WARNING: The only grade level that should have the setting of TRUE for this field is the oldest grade.

• **Site Name.** This is the site.

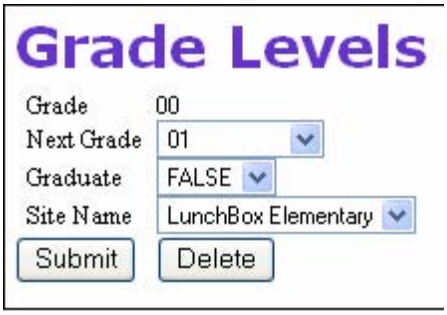
4 When complete, click on the **Submit** button. The Maintain Grade Level screen appears again.

Delete Grade Level

Complete the following steps to delete a grade level.

1 On the **Maintain Grade Level** screen, click on the **Submit** button for the desired grade.

2 The Grade Levels screen appears.



3 Click on the **Delete** button.

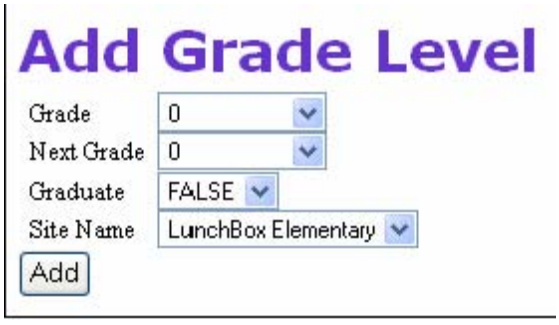
4 When the Maintain Grade Level screen appears again, that grade has been deleted.

Add Grade Level

Complete the following steps to edit a grade level.

1 On the **Maintain Grade Level** screen, click on the **Add Grade Level** button.

2 The Grade Levels screen appears.



3 Click in any text field to access the text there and change it.

• **Grade**. This is the current grade level. Do not change this setting.

• **Next Grade**. This is the grade level for the participants for the next year. For high school seniors (12) this setting should be 13 so that their records are removed from the system after the end of the year.

• **Previous Grade**. This is the grade level for the participants last year.

• **Graduate.** Click in the drop down box to change the setting for graduating from FALSE to TRUE if this is the last grade at the school.

WARNING: The only grade level that should have the setting of TRUE for this field is the oldest grade.

• **Site Name.** This is the site.

4 When complete, click on the **Submit** button.

2 The **Maintain Grade Levels** screen appears again with the new grade listed on the screen.

Create/Refresh Training Database

This option allows you to update the training database used on the POS terminals to train new cashiers to include all of the newest features with each release of the STI Lunch software. The training database allows cashiers to practice can log on the POS, ring up transactions and practice closing without writing any information to the database.

The training database is available only for the POS Terminal training for cashiers.

Note: Cashiers are 'set' for training under Cashier Maintenance by changing the field **Training Mode** to TRUE. When set to FALSE, the cashier is accessing the real database.

Review End of Year Process

Complete the following steps to edit a grade level.

1 When you press the **Submit** button on the End of Year screen, the procedures set to **TRUE** are performed. When the procedures are complete, the following screen appears.

End of Year Process Complete

Step	Performed	Records Affected
Blank Homerooms	true	783
Zero Account Balances	true	782
Delete Inactive Participants	true	135
Graduate	true	130
Grade Advance	true	629
Purge Transactions Before Date	true	135
Delete Inactive Students	true	130

3 Review this information.

• **Graduate**. If this step was performed, the number of records should match the number

of students that ‘graduated’ from the school.

• **Grade Advance**. If this step was performed, the number of records should match the number of students that moved up a grade within the school.

• **Blank Homerooms**. If this step was performed, the number of records should match the number of students within the school.

• **Zero Account Balances**. If this step was performed, the number of records will be the number of accounts that were zero balanced.

• **Purge Transactions and Delete Inactive Students**. If this step was performed, the number of records will be the number of accounts that were purged.

• **Purge Transactions before Date**

• **Delete Inactive Participants.** If this step was performed, the number of records will be the number of inactive student records that were deleted.

Employee Tracking

About Employee Tracking

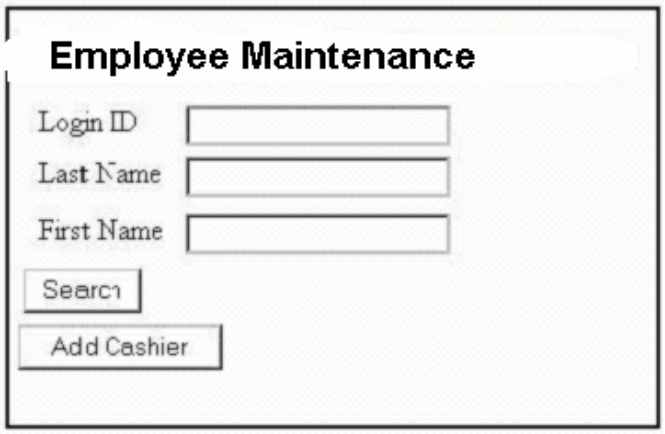
The Employee Tracking option is an important feature of the POS BackOffice application. This section of STI Lunch is where Employees/Cashiers are created. This chapter documents the procedures involved in those activities.

Employee Tracking

The Employee Tracking option allows the user to access the records for all cashiers currently set up to work in the school cafeteria. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 From the Back Office Main Menu click on the **Employee Tracking** option. The options available are listed underneath the heading.

2 Click on the **Employee** option. The **Employee Maintenance** screen appears.



3 At this point, the user can:

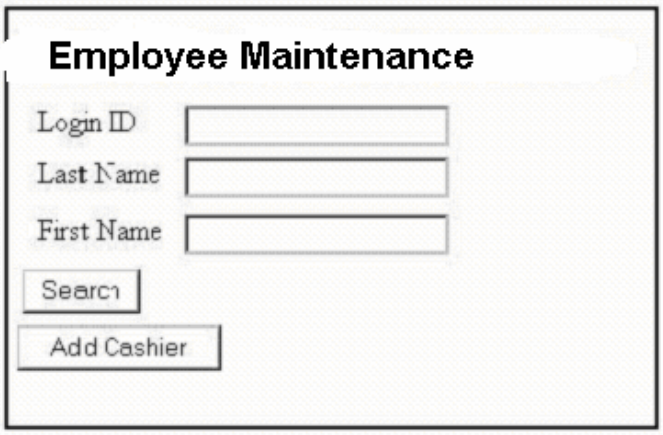
- Search for an Employee Record to edit or delete.
- Add another Employee Record.

Search for Employee Record

Follow these steps when searching for a Employee Record.

1 On the Back Office Main Menu, click on the **Employee Tracking** heading. The options available are listed underneath the heading.

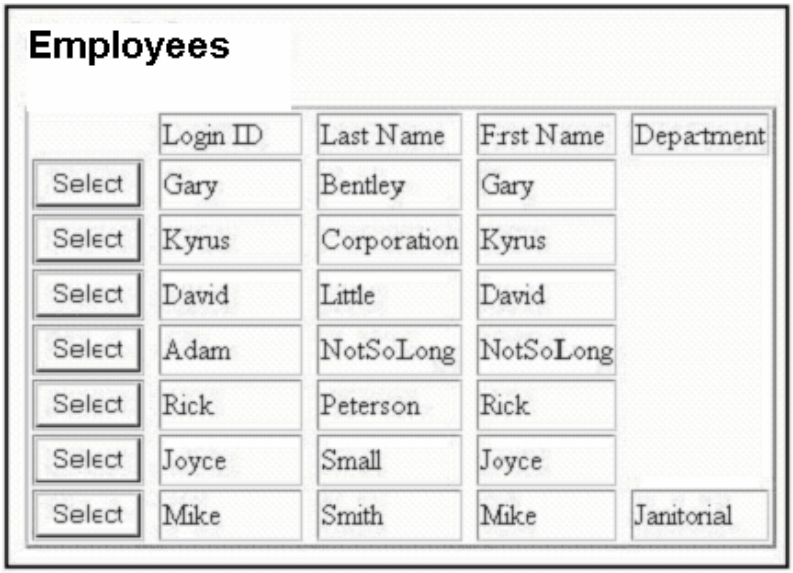
2 Click on the **Employee** option. The Employee Maintenance screen appears.



3 Enter search parameters for one field or multiple fields:

- Click in the **Login ID** field, and then enter the login ID.
- Click in the **Last Name** field, and then enter the cashier's last name.
- Click in the **First Name** field, and then enter the cashier's first name.

4 Click on the **Search** button. The Cashiers screen appears with the results of the search



5 At this point, the user can:

- Select any existing Employee record and maintain that record.

Add Employee Record

Follow these steps when adding an Employee Record.

1 On the Back Office Main Menu, click on the **Employee Tracking** heading. The options available are listed underneath the heading.

2 Click on the **Employee** option. The Employee Maintenance screen appears.

3 Click on the **Add Employee** button. The Add Employee Record screen appears.

4 Click in the fields to enter or select the data for that field.

Site. If you have more than one site available you can select the site this employee should have access too.

Part Time or Full Time. Select option

Salary or Hourly – Select option

Department. Type the name of the school department in this field.

Multiple Time Entries – Select option

Login ID. Type the log-in ID for the employee in this field.

Password. Type the password for the employee in this field. Passwords are not case sensitive.

Training Mode. Accept the default setting (FALSE) or click in the drop down box and select the desired setting. When set to FALSE, the employee is NOT in training mode.

First Name. Type the employee's first name in this field.

Middle Name. Type the employee's middle name in this field.

Last Name. Type the employee's last name in this field.

Social Security Number – Type the employee's social security number.

Address – Type the employee's address.

City – Type the employee's city.

State – Type the employee's state.

Zip Code – Type the employee's zip code.

Home Phone – Type the employee's home phone

Other Phone – Type any additional phone number for the employee.

Approved Number of Hours per Week -

Hire Date. Type the employee's hire date

Termination Date. You can leave the default date

School District. Type the name of the school district in this field.

Active. This field controls whether the employee is active.

5 When complete, click on **ADD**. The employee record is added to the system.

Note: It is not necessary to fill out every field in order for the record to be saved.

Edit Employee Record

Follow these steps when updating an Employee Record.

1 Begin by searching for an Employee Record. Refer to the heading Search for Employee Record for complete directions.

2 Locate the desired employee and click on the **Select** button. The Edit Employee screen appears.

3 Click in the fields to enter or select the data for that field.

- **Login ID.** Type the log-in ID for the employee in this field.
- **Password.** Type the password for the employee in this field. Passwords are not case sensitive.

• **Training Mode.** Accept the default setting (FALSE) or click in the drop down box and select the desired setting. When set to FALSE, the employee is NOT in training mode.

• **First Name.** Type the employee's first name in this field.

• **Middle Name.** Type the employee's middle name in this field.

• **Last Name.** Type the employee's last name in this field.

• **Department.** Type the name of the school department in this field.

• **School Name.** Type the name of the school in this field.

• **School District.** Type the name of the school district in this field.

• **Active.** This field controls whether the employee is active.

• **Security Groups.** Security Groups can be added or deleted from this Employee.

4 Click on the **Submit** button.

Delete Employee Record

Follow these steps when deleting an Employee Record.

1 Begin by searching for an Employee Record. The Employees screen appears. Refer to the heading **Search for Employee Record** for complete directions.

2 Locate the desired employee and click on the **Select** button. The Edit Employee screen appears.

3 Click on the **Delete** button.

Note: It is possible to delete only those employees who have no transaction data associated with their **employee ID**.

Reports

POS BackOffice Reports

This section of the manual will cover generating reports from the POS BackOffice software. A new Appendix has been added at the end of this manual to cover what data each report presents in more detail.

Access Reports

Follow these steps to access the different options under the three headings with reports.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Terminal Maintenance

2 There are three headings with reports:

- Transaction Reports.
- Monthly Reports.
- Participant Reports.

Transaction Reports

Follow these steps to access the Transaction Reports.

1 From the Back Office Main Menu, click on the **Transaction Reports** heading. The options available under the heading appear.

Terminal Status
Transaction Reports
Daily Count and Cash Reconciliation
Cash Declaration
Check Declaration
Department and A La Carte Sales
Transaction History
Reimbursable Meal Sales Detail
Monthly Reports

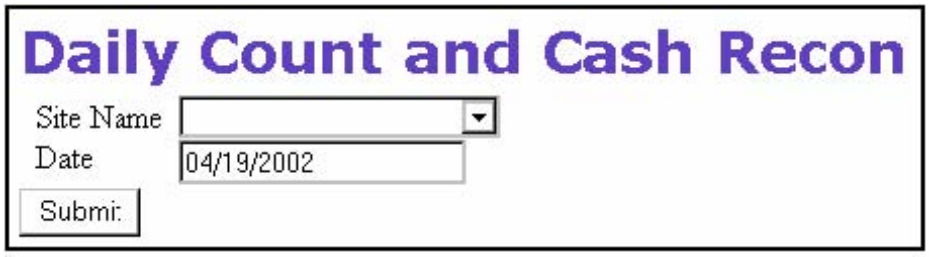
3 Access the setup screen for any report by clicking on the heading.

Daily Count and Cash Reconciliation

Daily Count and Cash Reconciliation is one of the Transaction Reports.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Daily Count and Cash Reconciliation** option. The set up window appears.



3 Set the following parameters for the report.

- **Site Name**. Click on the drop down box and select the desired site. If this field is left blank, all sites will be included in the report.
- **Date**. Accept the setting in the Date field (current day) or click in the field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).

4 Click on the **Submit** button. The Daily Count and Cash Reconciliation Report appears.

5 To print the report, click on the **Print** icon. .

6 The report will resemble the figure below.

2/27/01

Demo (Your School System Name Here)

DAILY COUNT AND CASH RECONCILIATION

02/27/2001

BREAKFAST

Students Reduced	$	0.00		Total Number Free	0
Students Regular(Paid)	$	0.50		Total Number Reduced	0
Cash For Non-Reim. Meals	$	0.00		Total Number Regular Paid	2
Student Charges Collected	$	0.00		Participation	2
Adult Charges Collected	$	0.00			
Adult A La Carte	$	3.00		Total Non-Reimbursable	0
Student A La Carte	$	13.57		Total A La Carte	9
All Other Cash Income	$	0.00			
Student Prepayments	$	0.00		Taxable Total	508.70
Non-Student Prepayments	$	0.00		Total Tax Collected	30.88
System Sub-Total	$	17.07			
Declared Income	$	17.40			
Difference(Over/Short)	$	0.33	OVER	Actual Deposit	_____
				Actual Difference	_____

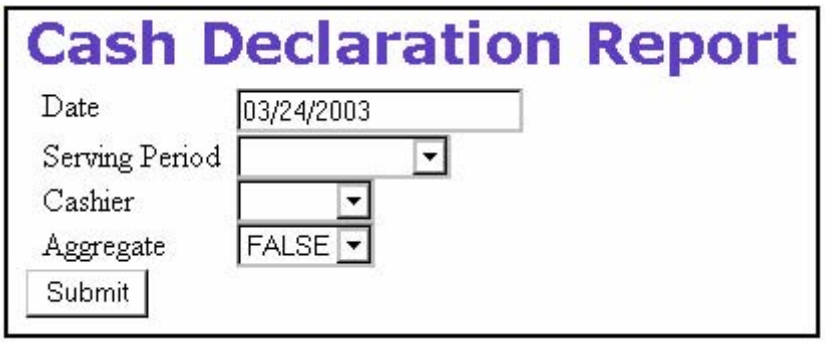
Cash Declaration

Cash Declaration is one of the Transaction Reports. This report shows the cash declared for either breakfast or lunch for one specific terminal or for all terminals.

Follow these steps when generating a Cash Declaration Report.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Cash Declaration** option. The set up window appears.



3 Set the following parameters for the report.

- **Date**. Accept the setting in the **Date** field (current day) or click in the field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).
- **Serving Period**. Click on the drop down box for the **Serving Period** field and select an option from the list that appears. If this field is left blank, all serving periods are included in the report.
- **Cashier**. Click on the drop down box for the **Cashier** field and select an option from the list that appears. If this field is left blank, all cashiers are included in the report.
- **Aggregate**. Click on the drop down box for the Aggregate field and select a different option (TRUE). When this option is set to TRUE, the cashier field should be left blank. The report will add together the Cash Declarations for all of the cashiers.

4 Click on the **Submit** button. The Cash Declaration Report appears.

5 To print the report, click on the **Print** icon.

6 The report will resemble the figure below.

2/27/01

Demo (Your School System Name Here)

BREAKFAST Cash Declaration

Cashier : 5

02/27/2001

CASH DECLARED

$100	. . .	0	**$50**	. . .	0	**$20**	. . .	0
$10	. . .	0	**$5**	. . .	1	**$2**	. . .	0
$1	. . .	1	**$0.50**	. . .	0	**$0.25**	. . .	1
$0.10	. . .	1	**$0.05**	. . .	1	**$0.01**	. . .	0
$1 COIN	. . .	0						

Total	. . . $	**6.40**			
Number of Checks	. .	3	**Check Total**	. . . . .	$ 12.00
Cash + Checks	. . $	18.40	**Cash + Checks - StartingCash**	. . . . .	$ 17.40

Estimated Cash In Drawer	. . . . .	$ 18.07	
Declared Cash In Drawer	. . . . .	$ 18.40	
Over / Short	. . . . .	$ 0.33	OVER

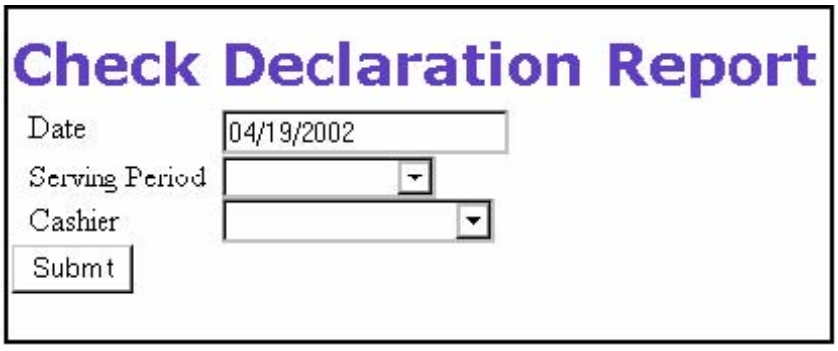
Check Declaration

Check Declaration is one of the Transaction Reports. This report lists the checks and amounts declared during the breakfast and lunch cash declaration processes (by cashier).

Follow these steps when generating a Check Declaration Report.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Check Declaration** option. The set up window appears.



3 Set the following parameters for the report.

• **Date**. Accept the setting in the Date field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).

• **Serving Period**. Click on the drop down box for the **Serving Period** field and select an option from the list that appears. If this field is left blank, all serving periods are included

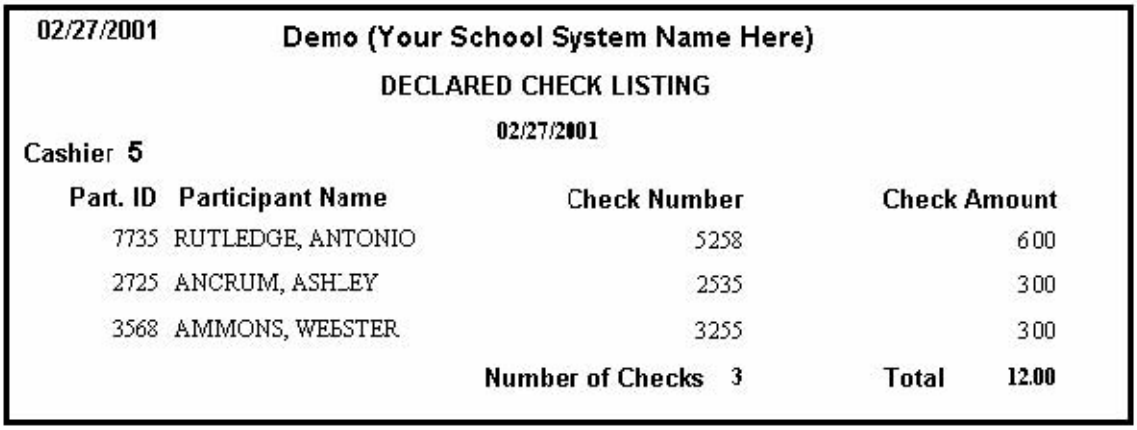
in the report.

• **Cashier**. Click on the drop down box for the **Cashier** field and select an option from the list that appears. If this field is left blank, all cashiers are included in the report

4 Click on the **Submit** button. The Check Declaration Report appears.

5 To print the report, click on the **Print** icon. .

6 The report will resemble the figure below.



02/27/2001 Demo (Your School System Name Here)

DECLARED CHECK LISTING

02/27/2001

Cashier 5

Part. ID	Participant Name	Check Number	Check Amount
7735	RUTLEDGE, ANTONIO	5258	6.00
2725	ANCRUM, ASHLEY	2535	3.00
3568	AMMONS, WEBSTER	3255	3.00
	Number of Checks 3	Total	12.00

Department and A La Carte Sales

The 'Department and A La Carte Sales' report is one of the Transaction Reports. This report shows the number of sales and the total income for each department.

Follow these steps when generating a Department and A La Carte Sales Report.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Dept. and A La Carte Sales** option. The set up window appears.

3 Set the following parameters for the report.

• **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **Start Date**. Accept the setting in the Start Date field (current day) or click in the field

and enter the desired start date for the report. Use the format MM/DD/YYYY. (March 21, 2003 would be entered as 03/21/2003).

• **End Date**. Accept the setting in the End Date field (current day) or click in the field and enter the end desired date for the report. Use the format MM/DD/YYYY. (March 21, 2003 would be entered as 03/21/2003).

• **Serving Period**. Click on the drop down box for the **Serving Period** field and select an option from the list that appears. If this field is left blank, all serving periods are included in the report.

• **Cashier**. Click on the drop down box for the **Cashier** field and select an option from the list that appears. If this field is left blank, all cashiers are included in the report.

5 Click on the **Submit** button. The 'Department and A La Carte Sales' Report appears.

6 To print the report, click on the **Print** icon.

7 The report will resemble the figure below.

3/21/2003

BackOffice Demo Only 1

BREAKFAST Department and A La Carte Sales

03/21/2003 - 03/21/2003

ALACARTE Sales	Quantity				Amount			
	Cash	Charge	Prepay	Total	Cash	Charge	Prepay	Total
milk	1	0	0	1	0.25	0.00	0.00	$0.25
Totals:	**1**	**0**	**0**	**1**	**0.25**	**0.00**	**0.00**	**$0.25**
Grand Totals:	**1**	**0**	**0**	**1**	**0.25**	**0.00**	**0.00**	**$0.25**

Transaction History

The Transaction History is one of the Transaction Reports. This report shows all transactions made against a student's account for a particular period.

Follow these steps when generating a Transaction History Report.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Transaction History** option. The set up window appears.

3 Set the following parameters for the report.

• **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **Start Date**. Accept the setting in the **Start** Date field (current day) or click in the field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).

• **End Date**. Accept the setting in the **End** Date field (current day) or click in the field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).

• **Serving Period**. Click on the drop down box for the **Serving Period** field and select an option from the list that appears. If this field is left blank, all serving periods are included in the report.

• **POS ID.** Type the POS ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **District ID.** Type the District ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **SSN.** Type the social security number of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **Cashier**. Click on the drop down box for the **Cashier** field and select an option from the list that appears. If this field is left blank, all cashiers are included in the report.

• **Tender Type**. Click on the drop down box for the **Tender Type** field and select an option from the list that appears. If this field is left blank, all tender types are included in the report.

• **Product Type**. Click on the drop down box for the **Product Type** field and select an option from the list that appears. If this field is left blank, all product types are included in the report. Choose from Meals, A La Carte, Deposits, Composite, Department, and Refunds Only.

• **Reason Code**. Click in the **Reason Code** drop down field and select a reason code. All Reason Codes will be included in this report if a Reason Code is not entered.

• **Report Type**. Accept the default setting or click on the drop down box and select the desired type of report.

4 Click on the **Submit** button. The **Transaction History Report** appears.

5 To print the report, click on the **Print** icon.

6 The report will resemble the figure below.

2/27/01

Demo (Your School System Name Here)

Transaction History Report

02/12/2001

ID# 1 **Last: Baggins** **First: Bill** **MI:**

Status: 1

Date	Trm # / Trn #	Transaction Description	Amount	Charge Amount	PrePay Amount	Deposit Amount	Cash Received	Starting Balance	Ending Balance	Reason Code
02/12/2001	35 3601	**BREAKFAST**								
		DEPOSIT	$ 0.00			$ 5.00				
		Cash		$ 0.00	$ 0.00		$ 5.00			
								$7.20	$12.20	
02/12/2001	35 3602	**BREAKFAST**								
		COFFEE	$ 7.00			$ 0.00				
		Prepay		$ 0.00	$ 7.00		$ 0.00			
								$12.20	$5.20	
02/12/2001	35 3603	**BREAKFAST**								
		DEPOSIT	$ 0.00			$ 50.00				
		Cash		$ 0.00	$ 0.00		$ 50.00			
								$5.20	$55.20	
02/12/2001	35 3604	**BREAKFAST**								
		COFFEE	$ 0.70			$ 0.00				
		Prepay		$ 0.00	$ 0.70		$ 0.00			
								$55.20	$54.50	

Reimbursable Meal Sales Detail

The Reimbursable Meal Sales Detail report is a Transaction Reports.

Follow these steps when generating the report.

1 From the Back Office Main Menu click on the **Transaction Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Reimbursable Meal Sales Detail** option. The set up window appears.

3 Set the following parameters for the report.

- **Site Name**. Leave this field blank to select all sites or click on the drop down box to select the desired site.
- **Date**. Accept the default setting (current day) or click in the field and enter the desired date for the report. Use the format MM/DD/YYYY. (May 15, 2002 would be entered as 05/15/2002).
- **Serving Period**. Leave this field blank to select all sites or click on the drop down box and select the desired serving period.
- **Cashier**. Leave this field blank to select all cashier or click on the drop down box and select the desired cashier.

4 Click on the **Submit** button. The Reimbursable Meal Sales Detail appears.

5 To print the report, click on the **Print** icon.

6 The report will resemble the figure below.

4/17/2002

Lunchbox Multi Sites

BREAKFAST Reimbursable Meal Sales Detail

03/01/2001

	Meal Count						Sales Amount			
Product Name	Cash	Charge	Prepay	Total Count	Reimb. Count	Extra Meals	Cash	Charge	Prepay	Total
Product: MEAL										
FREE	178	0	0	178	178	0	0.00	0.00	0.00	0.00
REDUCED	2	2	28	32	32	0	0.60	0.60	8.40	9.60
PAID	6	1	10	17	17	0	4.50	0.75	7.50	12.75
EMPLOYEE	5	0	0	5	0	5	0.00	0.00	0.00	0.00
MEAL Totals	191	3	38	232	227	5	5.10	22.35	15.90	22.35
BREAKFAST Totals	**191**	**3**	**38**	**232**	**227**	**5**	**5.10**	**1.35**	**15.90**	**22.35**

Monthly Reports

Follow these steps to access the Monthly Reports.

1 From the Back Office Main Menu, click on the **Monthly Reports** heading. The options available under the heading appear.

Terminal Status
Transaction Reports
Monthly Reports
  Daily Record Extended Report
  Monthly Edit Check
Participant Reports
Maintenance
Employee Tracking
Communications
Settings

3 There are two options under the heading. Click on the desired option.

- Daily Record Extended Report
- Monthly Edit Check.

Daily Record Extended Report

The Daily Record Extended Report is one of the Monthly Reports. This report generates a monthly consolidation of Daily Count and Cash Reconciliation reports.

Follow these steps when generating a Daily Record Report.

1 From the Back Office Main Menu click on the **Monthly Reports** heading. The options available are listed underneath the heading.

2 Click on the **Daily Record Extended Report** option. The following setup window appears.

3 Set the following parameters for the report.

• **Site**. Click on the drop down box for the **Site** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **Month**. In the **Month** field, enter the month for the report. Use the format **MM**. (January = 01) If this field is left blank, all months are included in the report.

• Year**.** In the **Year** field, enter the year for the report. Use the format **YYYY**. (2002) If this field is left blank, all years are included in the report.

4 Click on the **Submit** key.

5 The Daily Record Extended Report screen appears.

6 To print the report, click on the **Print** icon.

7 The report will resemble the figure below.

04/15/2001

Lunchbox High School
Daily Record Extended Report
April, 2001
BREAKFAST

	Cash Income		Special Sales		Account Deposit		Account Used		Charges			System	Over/	Actual
ServingDate	Pupil	Adult	Pupil	Adult	Pupil	Adult	Pupil	Adult	Pupil	Adult	SubTotal	Total	Short	Deposit
4/2/2001	8.55	0.00	0.00	1.10	244.25	0.66	0.09	-0.09	0.00	0.00	254.56	525.09	-525.09	0.00
4/3/2001	5.10	0.00	0.35	0.42	76.10	0.00	0.09	-0.09	0.00	0.00	81.97	181.03	-181.03	0.00
4/18/2001	0.00	0.00	0.00	0.00	0.00	0.00	0.09	-0.09	0.00	0.00	0.00	0.00	0.00	0.00
Totals	**13.65**	**0.00**	**0.35**	**1.52**	**320.35**	**0.66**	**0.27**	**-0.27**	**0.00**	**0.00**	**336.53**	**706.12**	**-706.12**	**0.00**

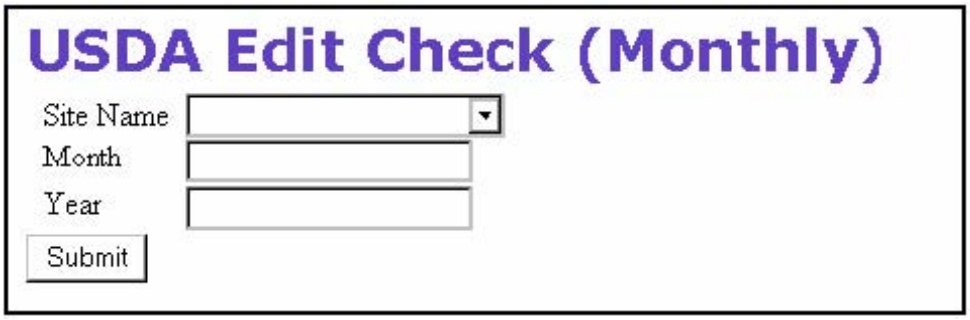
Monthly Edit Check

Monthly Edit Check is one of the Monthly Reports. The Monthly Edit Check report generates the same information as the USDA Edit-Check Report. Any potential over-claims for reimbursable meal sales are displayed for the entire month.

Follow these steps when generating a Monthly Edit Check Report.

1 From the Back Office Main Menu click on the **Monthly Reports** heading. The options available are listed underneath the heading.

2 Click on the Monthly Edit Check option. The setup window appears.



3 Set the following parameters for the report.

- **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.
- Month. In the **Month** field, enter the month for the report. Use the format **MM**. (January = 01) If this field is left blank, all months are included in the report.
- Year. In the **Year** field, enter the year for the report. Use the format **YYYY**. (2002) If this field is left blank, all years are included in the report.

4 Click on the **Submit** button.

5 The Potential Over Claim Monthly Totals Report appears.

6 To print the report, click on the **Print** icon.

7 The report will resemble the figure below.

2/27/01

Potential OverClaim Monthly Totals

December, 2000

Transaction Date		Free			Reduced			Full		
		Eligible	Estimate	Actual	Eligible	Estimate	Actual	Eligible	Estimate	Actual
12/14/00		391	371		83	79		296	281	
	BREAKFAST			1			0			1
	LUNCH			2			1			2
12/15/00		390	343		84	74		298	262	
	BREAKFAST			0			0			0
	LUNCH			1			1			1
12/19/00		389	300		84	65		295	227	
	BREAKFAST			1			0			1
	LUNCH			1			1			2
12/21/00		390	351		84	76		298	268	
	BREAKFAST			0			0			0

Participant Reports

Follow these steps to access the **Participant** Reports.

1 From the Back Office Main Menu, click on the **Participant Reports** heading. The options available under the heading appear.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
  Student Listing
  Form Letters
Maintenance
Employee Tracking
Communications
Settings

3 There are two options under the heading. Click on the desired option.

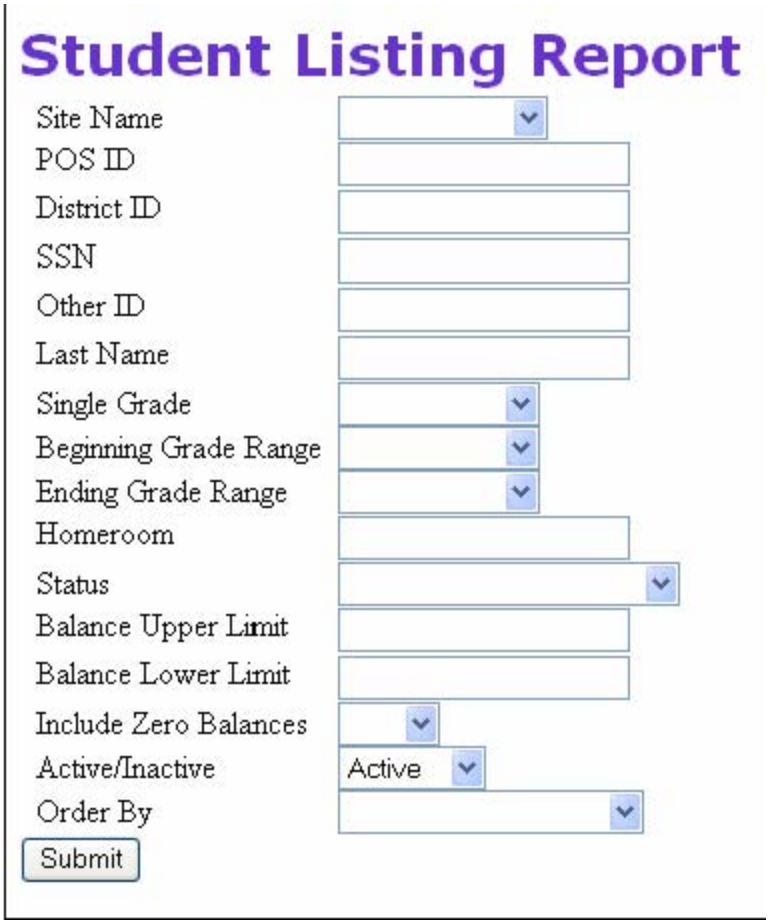
- Student Listing.
- Form Letters.

Student Listing

Student Listing is one of the Participant Reports. This report is associated with student accounts, or more precisely, just accounts, as adults may also have accounts in the STI Lunch system. The Student Listing Report generates a selected roster of accounts. Follow these steps when generating a Student Listing Report.

1 From Back Office Main Menu, click on the **Participant Reports** heading. The options available are listed underneath the heading.

2 Click on the **Student Listing** option. The Student Listing Report screen appears.



Note: Enter or select sort parameters for one field or multiple fields.

3 Set the following parameters for the report.

• **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **POS ID.** Type the POS ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **District ID.** Type the District ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **SSN.** Type the social security number of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **Last Name.** Type the last name of the participant(s) to include in the report. If this field is blank, it does not affect the report.

• **Grade.** Type the grade level of the participants to include in the report. If this field is blank, it does not affect the report.

• **Homeroom.** Type the homeroom of the participants to include in the report. If this field is blank, it does not affect the report.

• **Status.** Click in the drop down box and select the desired status for the participants to include in the report. If this field is blank, it does not affect the report.

• **Balance Upper Limit.** Type the figure for upper balances of the participants to include

in the report. Participants with balances OVER this setting are not included in this report. If this field is blank, it does not affect the report.

• **Balance Lower Limit.** Type the figure for lower balances of the participants to include in the report. Participants with balances BELOW this setting are not included in the report. If this field is blank, it does not affect the report.

• **Order By**. Click in the drop down field to designate the order for the participants to be used in the report. If this field is blank, it does not affect the report.

4 Click on the **Submit** button. The Student Listing appears.

5 To print the report, click on the **Print** icon.

6 The report will resemble the figure below.

2/27/01

Student Account Information

Demo (Your School System Name Here)

Last Name	First Name	ID Number	Grade	Homeroom	Status	Balance	Ala Carte	No. of Charges
ALEX	LYDIA	4214	9	HILL	1	1168.00	TRUE	0
ALEX	LYNN	4214	9	DAVIS	1	1168.00	TRUE	0
ALLISON	QUINT	3171	9	HILL	9	617.17	TRUE	0
ANDERSON	ANDRE	2965	9	HILL	1	1163.52	TRUE	0
ANDERSON	ASHLEY	2725	9	MYERS	2	0.00	TRUE	0
BADGE	JOSHUA	5315	9	YOW	3	1168.00	FALSE	0
BARNES	BRANDON	7573	9	ROBERTS	3	1168.00	TRUE	0
BELL	IAN	7520	9	YOW	3	1168.00	TRUE	0
BENNETT	SHAN	2730	9	ROBERTS	3	1168.00	TRUE	0

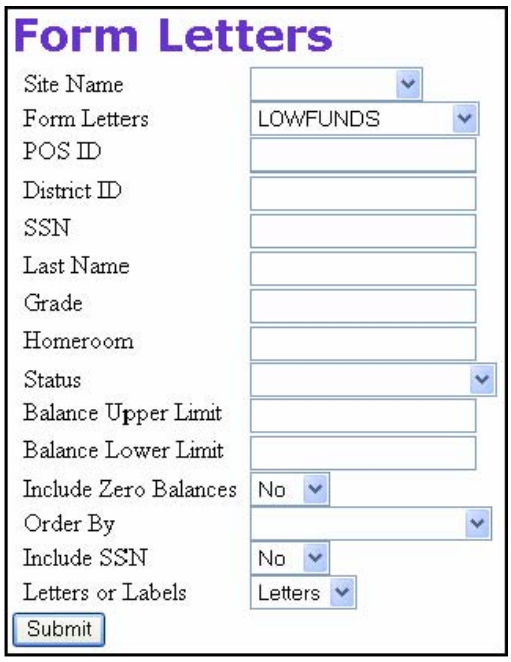
Total Students = 287 **Total Balance = 333490.69**

Form Letters

Form Letters are part of the **Participant Reports**. Follow these steps when generating Form Letters.

1 From the Back Office Main Menu, click on the **Participant Reports** option. The options for Participant Reports are listed under the heading.

2 Click on **Form Letters** in the list. The Form Letters screen appears.



3 Set the following parameters for the report and then enter any desired parameters for the report. Set the following parameters for the report.

• **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **Form Letters.** Accept the default setting or click on the drop down box and select the desired form letter.

• **POS ID.** Type the POS ID of the participant to include in the letter. If this field is blank, it does not affect the form letter.

• **District ID.** Type the District ID of the participant to include in the letter. If this field is blank, it does not affect the form letter.

• **SSN.** Type the social security number of the participant to include in the letter. If this field is blank, it does not affect the form letter. If this field is blank, it does not affect the report.

• **Last Name.** Type the last name of the participant(s) to include in the letter. If this field is blank, it does not affect the form letter.

• **Grade.** Type the grade level of the participants to include in the letter. If this field is blank, it does not affect the form letter.

• **Homeroom.** Type the homeroom of the participants to include in the letter. If this field is blank, it does not affect the form letter.

• **Status.** Click in the drop down box and select the desired status for the participants to include in the letter. If this field is blank, it does not affect the form letter.

• **Balance Upper Limit.** Type the figure for upper balances of the participants to include in the letter. Participants with balances OVER this setting are not included in this letter. If this field is blank, it does not affect the form letter.

• **Balance Lower Limit.** Type the figure for lower balances of the participants to include in the letter. Participants with balances BELOW this setting are not included in the letter. If this field is blank, it does not affect the form letter.

• **Include Zero Balances**. Accept the default setting of **NO** to exclude all participants with a zero balance on their accounts. Click on the drop down box and change the setting to **YES** to include participants with zero balances.

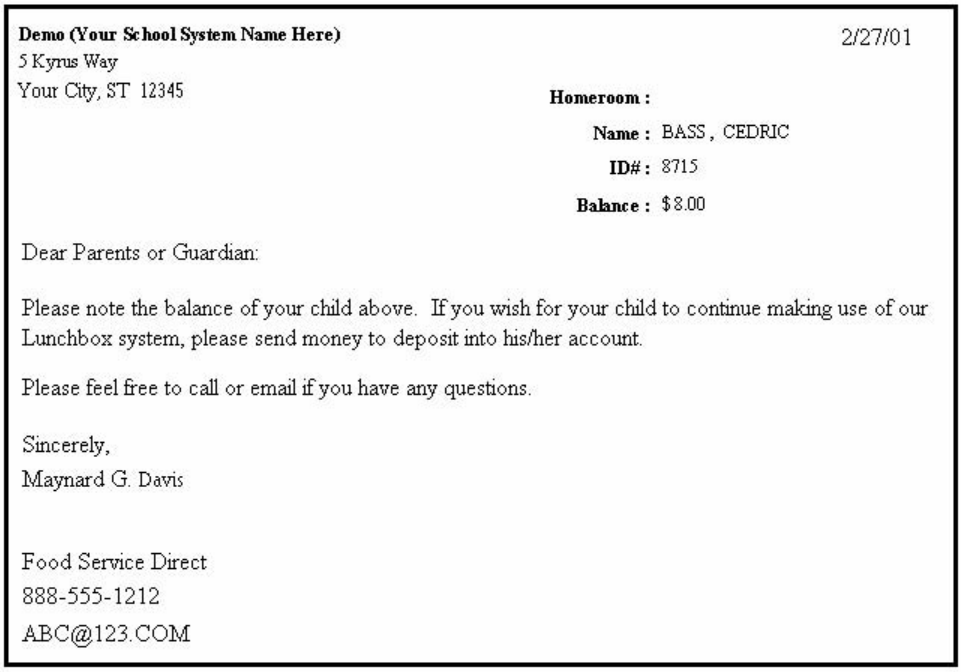
• **Order By**. Click in the drop down field to designate the order for the participants to be

used in the form letters. If this field is blank, it does not affect the report.
• **Include SSN**. Accept the default setting of **NO** to exclude social security numbers from being printed. Click on the drop down box and change the setting to **YES** to include social security numbers.
• **Letters or Labels**. This will give the user a choice to choose Letters which is just the regular letter format or to choose Labels which will print out address labels according to the parameter values filled out.

4 Click on the **Submit** button. The Form Letters preview on the screen.

5 To print the form letters, click on the **Print** icon.

6 The letter will resemble the figure below.



Demo (Your School System Name Here) 2/27/01
5 Kyrus Way
Your City, ST 12345

Homeroom :
Name : BASS , CEDRIC
ID# : 8715
Balance : $8.00

Dear Parents or Guardian:

Please note the balance of your child above. If you wish for your child to continue making use of our Lunchbox system, please send money to deposit into his/her account.

Please feel free to call or email if you have any questions.

Sincerely,
Maynard G. Davis

Food Service Direct
888-555-1212
ABC@123.COM

Terminal Status

Access Terminal Status

Follow these steps to access the different options under the **Terminal Status** heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Terminal Status** heading. The options available under the heading appear.

Terminal Status
- Cashier Reconciliation
- End of Day
- End of Day (BackDated)
- Cashier Reconciliation (BD)

Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings

3 There are four options under the heading.

- **Cashier Reconciliation.** This option allows the user to check on the status of each cashier. Refer to the heading **Cashier Reconciliation** for more information.
- **End of Day.** This option allows the user to perform the end of day activities. Refer to the heading **End of Day** for more information.
- **End of Day (BackDated).** This option allows the user to perform the end of day activities from a previous day. Refer to the heading **End of Day (BackDated)** for more information.
- **Cashier Reconciliation (BD).** This option allows the user to reconcile the cash for a backdated day. Refer to the heading **Cashier Reconciliation** for more information. Cashier reconciliation for any backdated day **must** be done in backoffice!

Cashier Reconciliation

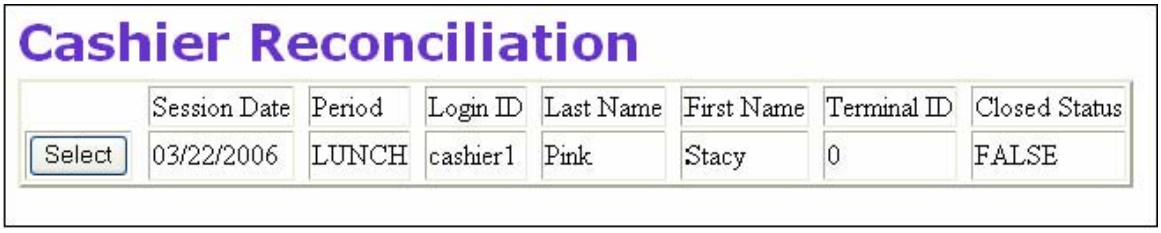
The **Cashier Reconciliation** option allows the user to select an active cashier and edit the starting cash, cash declaration, check declaration and closed status. The user can 're-open' a cashier so that the cashier can log on to a serving period that they had already closed. When a cashier is 're-opened', it has to be 're-closed' at the POS Terminal or in BackOffice.

Follow these steps to perform Cashier Reconciliation.

1 From the Back Office Main Menu click on the **Terminal Status** heading. The options available

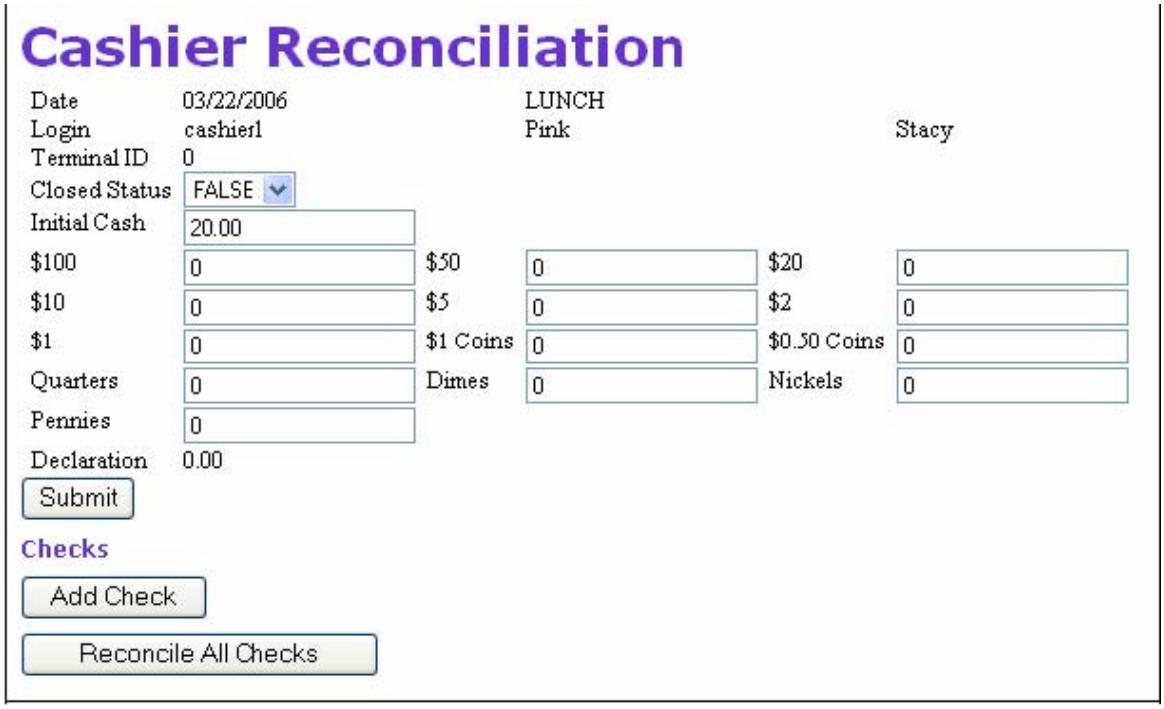
are listed underneath the heading.

2 Click on the **Cashier Reconciliation** option. The Cashier Reconciliation screen appears.



3 Locate the desired cashier and click on the **Select** button to access the record.

4 The Cashier Reconciliation screen appears.



5 On this screen, the user can:

- Change the settings on this screen.
- Add, edit or delete checks.
- Reconcile checks.

Edit Settings for Cashier Reconciliation

Change the settings in any of the following fields.

- **Closed Status**. Accept the default setting of FALSE or click in the drop down box and select the desired setting.
- **Initial Cash**. Accept the current setting or click in the field and type the correct amount.
- **$100**. Accept the current setting or click in the field and type the correct amount.

- **$50**. Accept the current setting or click in the field and type the correct amount.
- **$20**. Accept the current setting or click in the field and type the correct amount.
- **$10**. Accept the current setting or click in the field and type the correct amount.
- **$5**. Accept the current setting or click in the field and type the correct amount.
- **$2**. Accept the current setting or click in the field and type the correct amount.
- **$1**. Accept the current setting or click in the field and type the correct amount.
- **$1 Coins**. Accept the current setting or click in the field and type the correct amount.
- **$0.50 Coins**. Accept the current setting or click in the field and type the correct amount.
- **Quarters**. Accept the current setting or click in the field and type the correct amount.
- **Dimes**. Accept the current setting or click in the field and type the correct amount.
- **Nickels**. Accept the current setting or click in the field and type the correct amount.
- **Pennies**. Accept the current setting or click in the field and type the correct amount.

When the settings are complete, click on the **Submit** button. The changes are saved.

At this point, the user can add or edit checks to the account.

Add Check

Complete the following steps to add a check to the cashier's record.

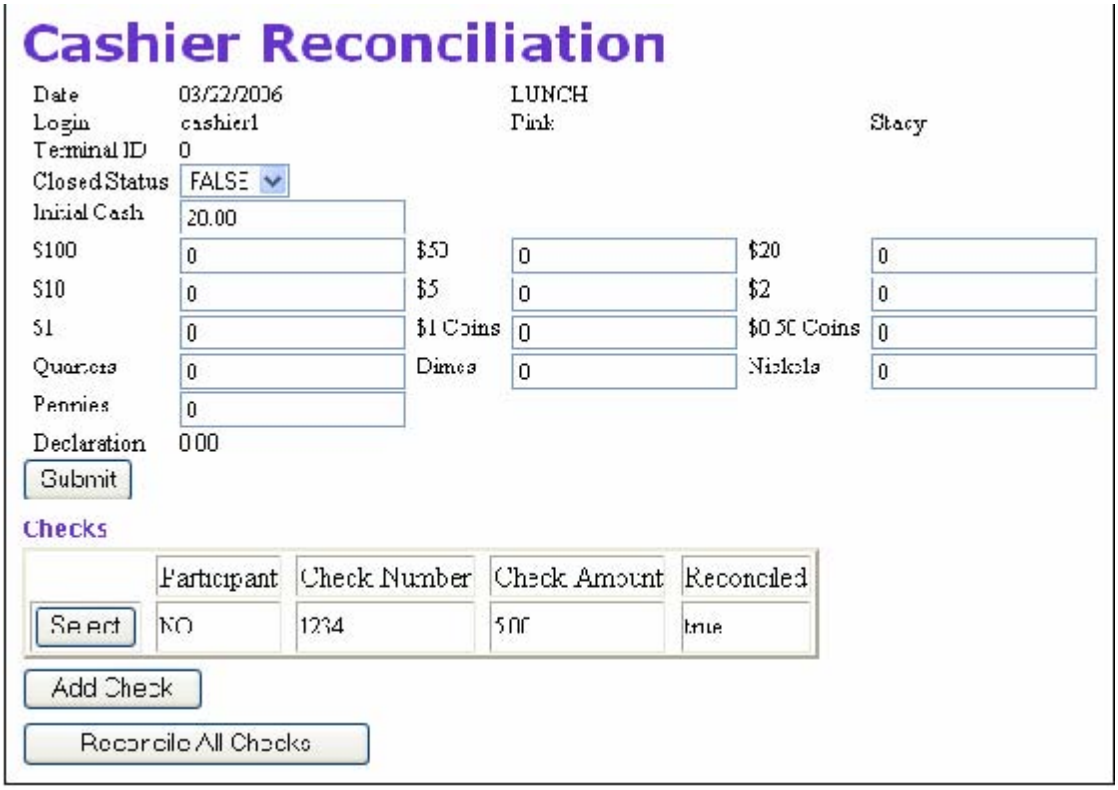
1 On the Cashier Reconciliation screen, click on the **Add Check** button.

2 The Check Add screen appears.

3 Complete the following fields on this screen.

- **Check number**. Click in the field and type the check number.
- **Check Amount**. Click in the field and type the amount of the check. Use the format X.XX where $5.00 would be typed as **5.00.**
- **Reconciled**. Accept the default setting of TRUE or click in the drop down box and select the desired setting.

4 Click on the **Add** button. The Cashier Reconciliation screen appears with the new check added to the cashier's record.

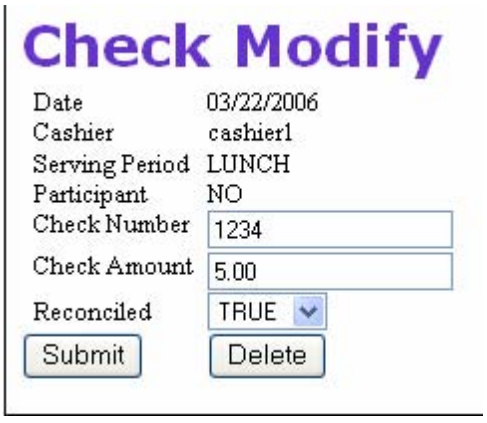


Edit Check

Complete the following steps to edit or delete a check in the Cashier's record.

1 On the Cashier Reconciliation screen, locate the desired check and click on the **Select** button.

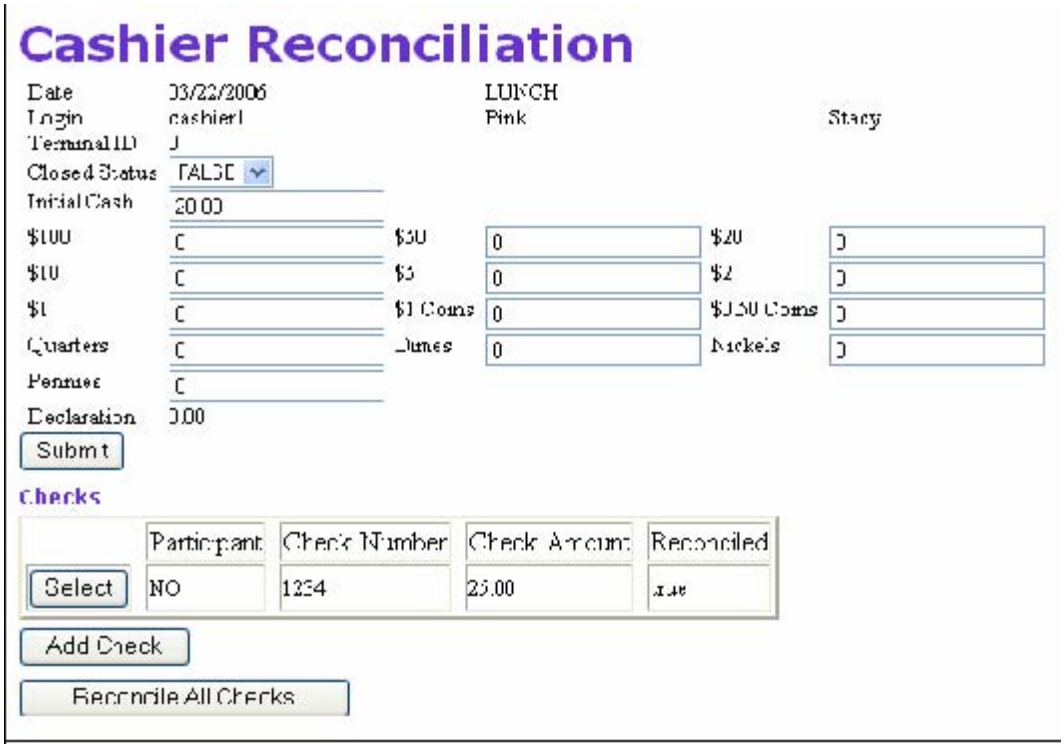
2 The check Modify screen appears.



3 Edit any of the following fields.

- **Check Number**. Click in the field and type the check number.
- **Check Amount**. Click in the field and type the amount of the check. Use the format X.XX where $5.00 would be typed as **5.00.**
- **Reconciled**. Accept the default setting of TRUE or click in the drop down box and select the desired setting.

4 Click on the **Submit** button. The Cashier Reconciliation screen appears with the edited check.

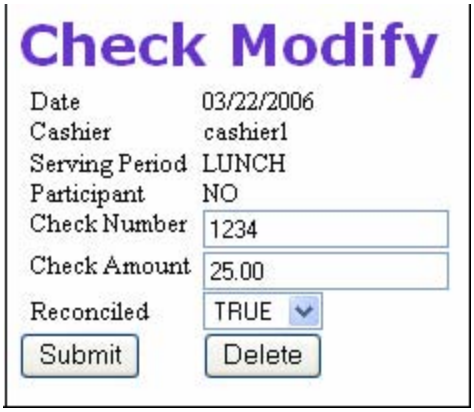


Delete Check

Complete the following steps to edit or delete a check in the Cashier's record.

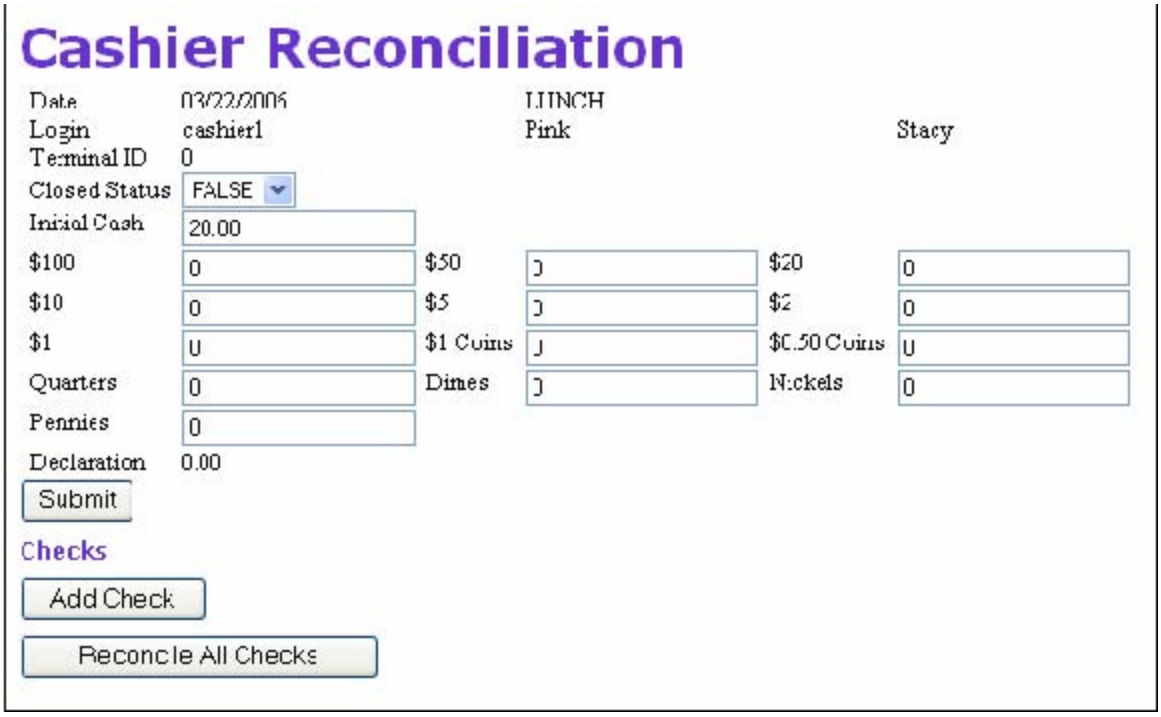
1 On the Cashier Reconciliation screen, locate the desired check and click on the **Select** button.

2 The check Modify screen appears.



3 Click on the **Delete** button.

5 The Cashier Reconciliation screen appears again without the check.



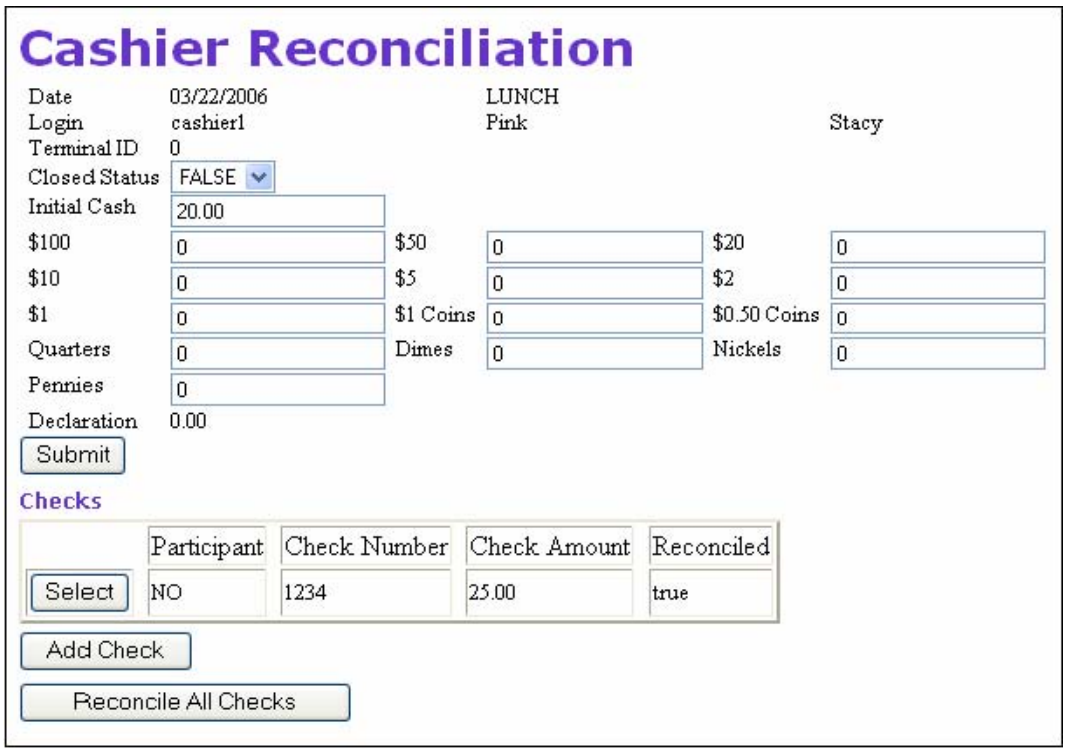
without check

Reconcile All Checks

Complete the following steps to reconcile checks in the cashier's record.

1 On the Cashier Reconciliation screen, click on the **Reconcile All Checks** button.

2 The Cashier Reconciliation screen remains on the screen.



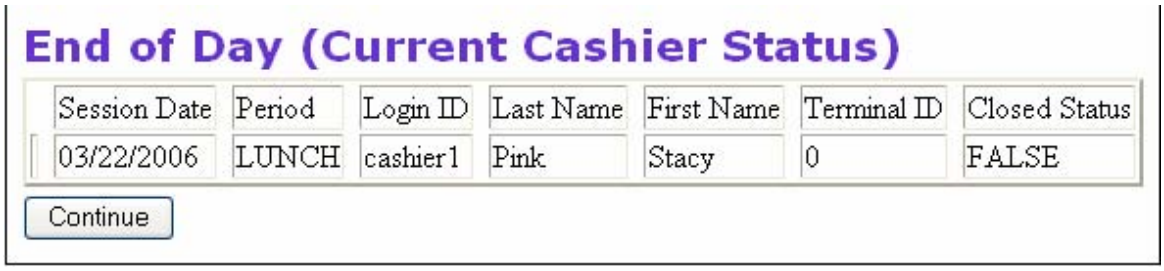
End of Day

The End of Day option runs the two daily reports that generate the report data necessary for the Month End Reports. Run the End of Day process on a daily basis after the last serving period and after all cashiers have declared their cash and closed.

Follow these steps when running the End of Day procedures.

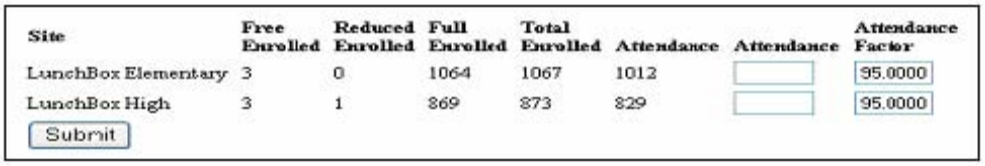
1 From the Back Office Main Menu click on the **Terminal Status** heading. The options available are listed underneath the heading.

2 Click on **End of Day** option. The End of Day screen appears


End of Day (Current Cashier Status)
Session Date Period Login ID Last Name First Name Terminal ID Closed Status
03/22/2006 LUNCH cashier1 Pink Stacy 0 FALSE
Continue

3 Click on **Continue**.

4 Different attendance factors can be set for each individual sub-site at end of day.



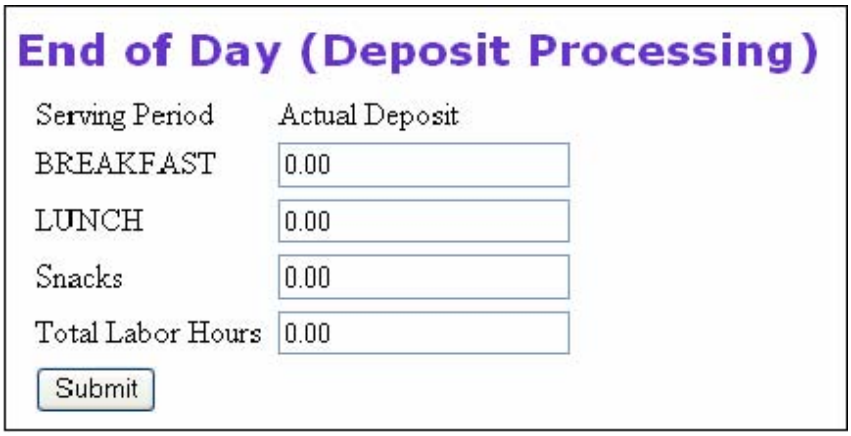
Site	Free Enrolled	Reduced Enrolled	Full Enrolled	Total Enrolled	Attendance	Attendance	Attendance Factor
LunchBox Elementary	3	0	1064	1067	1012		95.0000
LunchBox High	3	1	869	873	829		95.0000

Submit

5 There are two fields on each site. Use only one of the fields.

- **Attendance**. Type the actual attendance figure. If a figure is entered in this field, it overrides the setting in the other field.
- **Attendance Factor**. Accept the default setting, or click in the field and type a different Attendance Factor. The number can include four decimal places. For example **87.9855**. If there is a setting in the other field, this field is ignored.

6 When complete, click on **Submit**. The screen below appears.



7 Enter in the Actual Deposit for each Serving Period and the Total Labor Hours. Then click on the submit button. The end of day processing occurs.

End of Day (BackDated)

The End of Day (BackDated) option allows end of day to be ran from a previous day.

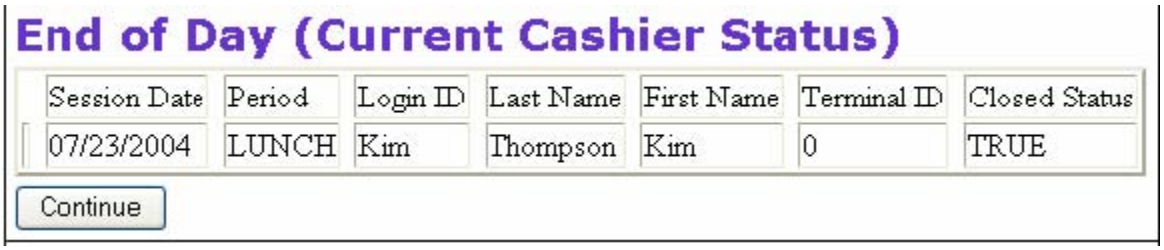
Follow these steps when running the End of Day (BackDated) option.

1 From the Back Office Main Menu click on the **Terminal Status** heading. The options available are listed underneath the heading.

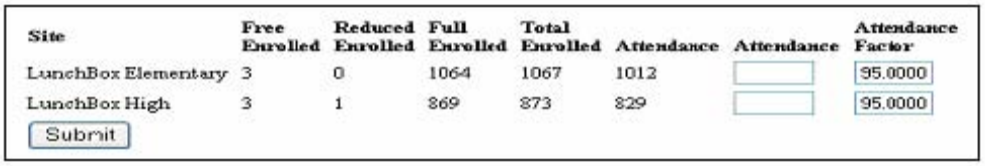
2 Click on **End of Day (BackDated)** option. The screen below appears.

3 Click on **Submit**.

4 Then the screen below appears. Click on the **Continue** button.



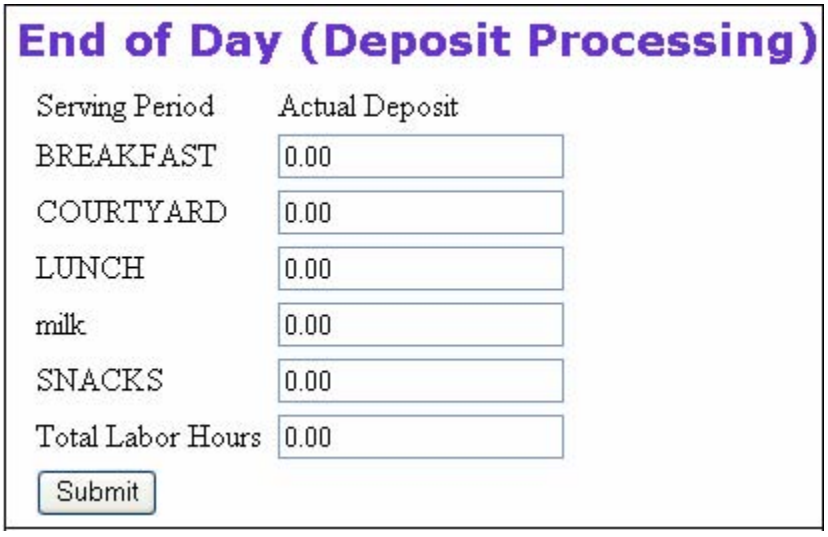
5 Different attendance factors can be set for each individual sub-site like in End of Day.



6 There are two fields on each site. Use only one of the fields.

- **Attendance**. Type the actual attendance figure. If a figure is entered in this field, it overrides the setting in the other field.
- **Attendance Factor**. Accept the default setting, or click in the field and type a different Attendance Factor. The number can include four decimal places. For example **87.9855**. If there is a setting in the other field, this field is ignored.

7 When complete, click on **Submit**. The following screen appears.



8 Enter in the Actual Deposit for each Serving Period and the Total Labor Hours. Then click on the **Submit** button.

9 Then the screen below appears, click on the Continue button. The end of day processing occurs.

10 When the end of day processing is finished, a message will appear that displays End of Day Completed.

Cashier Reconciliation (BD)

The **Cashier Reconciliation (BD)** option is for reconciling cash for backdated days. All cash declaration for backdated days must be done through this option. It works like the regular Cashier Reconciliation function. Please refer to the earlier section on Cashier Reconciliation for instructions.

Communications

Overview

The Communications feature in BackOffice POS allows data to be received from the central office application SiteManager and to transmit data from the school to the central office to be combined with data from the various schools.

In Communications, the user can:

- Import and export data using default settings or customized settings.
- Review previously imported and exported data sets.
- Import Photos. This option allows the user import photos for participant records.

Communication on Single System

SiteManager and POS Back Office can be installed on the same system. When the two applications are on the same system, BackOffice can still 'export' information to SiteManager using the Communications feature.

To allow for this exchange of information between the two applications on a single system, complete the following configuration:

- The ODBC connections for BackOffice and SiteManager must use NT Authentication.
- Global Setting 141 must be set to user id of database.
- Global Setting 142 must be set to password of database

Import/Export Communications

The STI Lunch applications allow the schools to import and export participant files from SiteManager and BackOffice. Other Information System applications export and import files in a variety of text formats. For each file format that is imported or exported, a file specification must exist in Communications to guide SiteManager and BackOffice on handling the data in the file.

For information on the Communications feature in SiteManager, refer to **Chapter 7 Communications** in the SiteManager User's Guide.

File Specification Templates

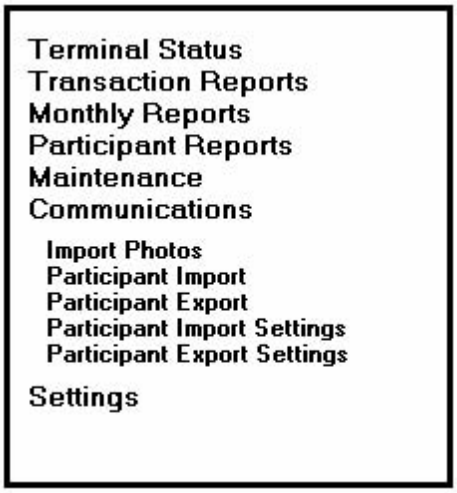
This feature provides several File Specification templates. These templates cannot be altered but the user can copy a template to a new specification and alter it, or build a new specification from scratch.

Access Communications

Follow these steps to access the different options under the **Communications** heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Communications** heading. The options available under the heading appear.



3 There are five options under the heading.

4 Click on the desired option

- **Import Photos.** This option allows the user import photos for participant records.
- **Participant Import.** This option allows the user import participant records.
- **Participant Export.** This option allows the user export participant records.
- **Participant Import Settings.** This option allows the user to control the settings used when the system exports the records on participants.
- **Participant Export Settings.** This option allows the user to control the settings used when the system exports the records on participants.

Import Photos

This option allows the system to import participant photos. Follow these steps to import photos.

1 From the Back Office Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Import Photos** option. The **Import Participant Photos** screen appears.

3 Select the option by which to insert participants. This screen has two options:

- **POS ID.** This option allows the user to import photos using the student's POS ID as the key.

• **Social Security Number.** This option allows the user to import photos using the student's Social Security Number as the key.

Note: The photos and the datalink.txt file MUST be located in a folder called "Photos" that is located in the root of the C drive. This file should consist of at least two columns of information for the import to work properly.

1) The **Identifier** column – contains either the POS ID or SSN.

2) The **Filename** column – contains the filename of jpeg photo image itself.

Any additional columns of information (like those created when exporting photos from a LifeTouch photo CD) are ignored.

The datalink.txt has this format: "123456789", "filename.jpg"

Note: Global Setting 153 - Allow Database Photos must be set to **true** for POS to use imported photos or for the user to be able to take photos at the point-of-sale.

4 After pressing **Submit**, the **Import Participant Photos Complete** screen appears.

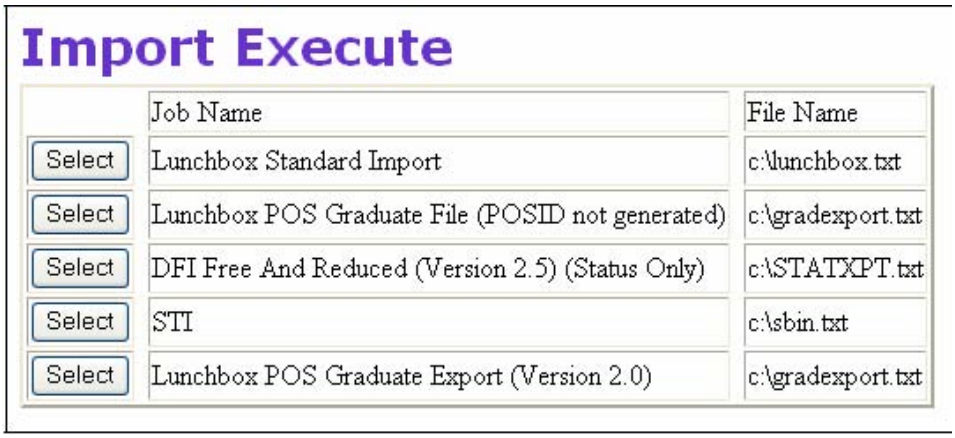
Participant Import

This option is used to import participant records.

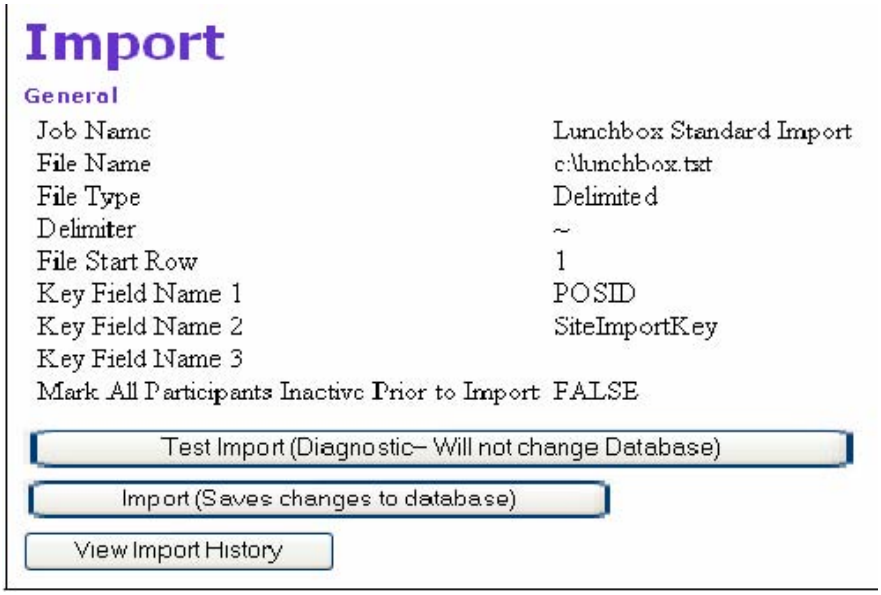
Follow these steps to import participant records.

1 From the Back Office Main Menu, click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Participant Import** option. The **Import Execute** screen appears.



3 Select the import job to be executed. The **Import** screen appears.



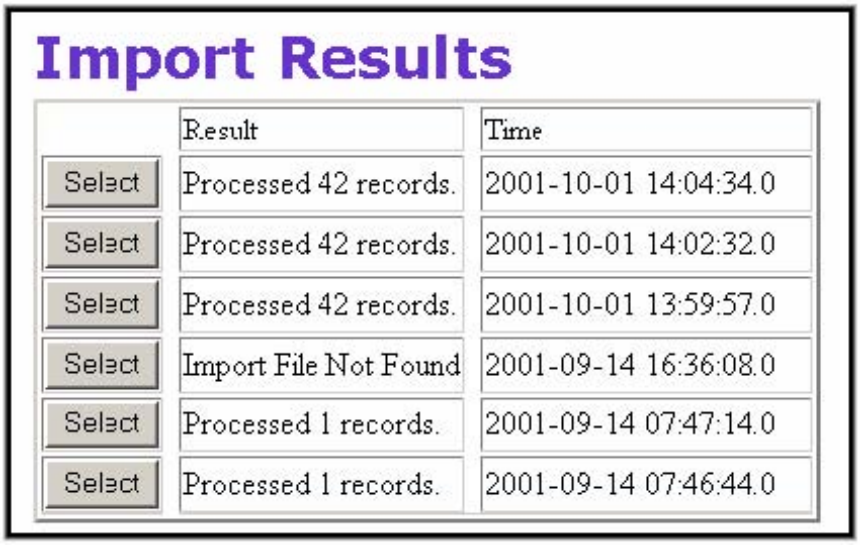
4 Three options can be chosen.

- **Test Import**. This option tests the import procedure. Refer to the heading **Test Import** for more information.
- **Import**. This option performs the import. Refer to the heading **Import** for more information.
- **View Import History**. This option allows the user to view the import history. Refer to the heading **View Import History** for more information.

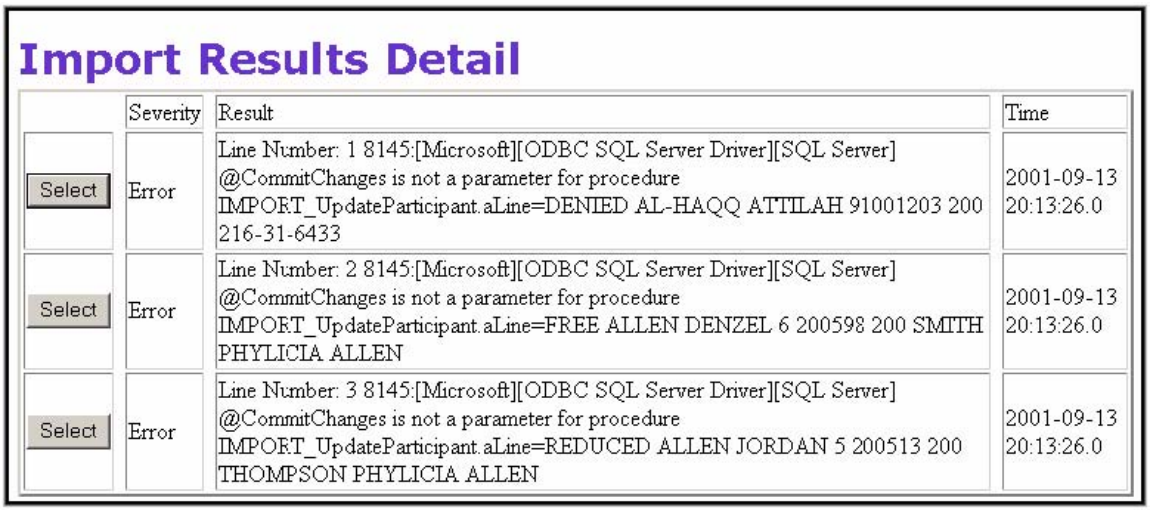
Test Import

1 This option is used to test the file import without actually making changes to the database.

2 When selected, the **Import Results** screen appears.



3 Select the import that was done to view the results. The **Import Results Detail** screen appears.



Import Results Detail

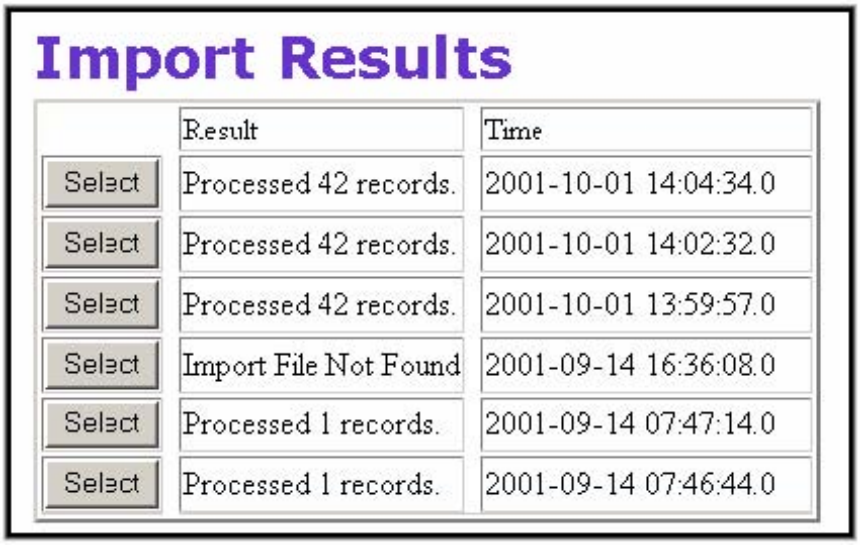
	Severity	Result	Time
Select	Error	Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433	2001-09-13 20:13:26.0
Select	Error	Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN	2001-09-13 20:13:26.0
Select	Error	Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN	2001-09-13 20:13:26.0

Note: On a successful import, selecting one of the result lines will take the users directly into the **Participant Edit** screen.

Import

This option is used to import participant data from a file into the database.

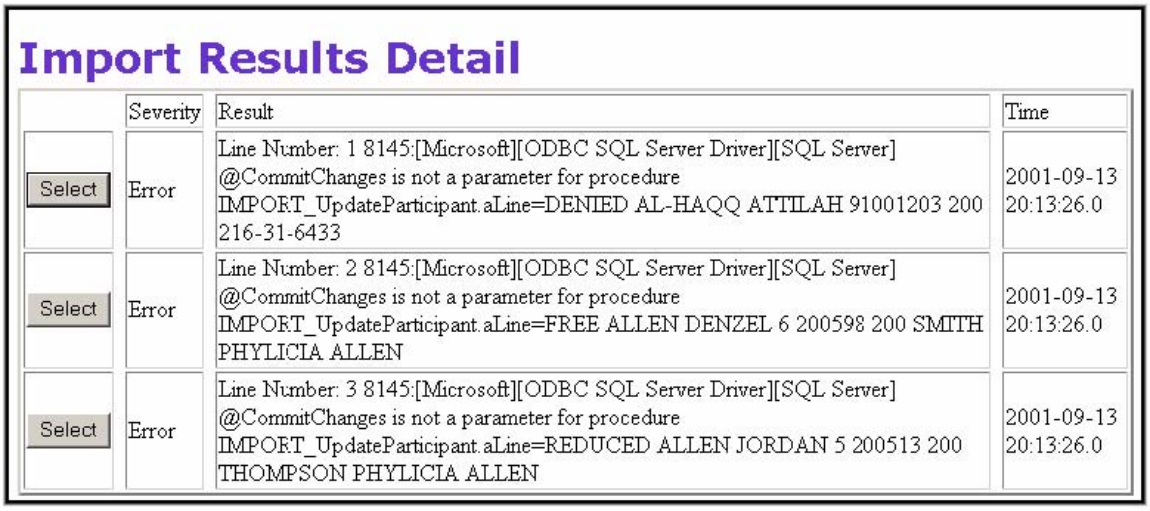
1 When selected, the **Import Results** screen appears.



Import Results

	Result	Time
Select	Processed 42 records.	2001-10-01 14:04:34.0
Select	Processed 42 records.	2001-10-01 14:02:32.0
Select	Processed 42 records.	2001-10-01 13:59:57.0
Select	Import File Not Found	2001-09-14 16:36:08.0
Select	Processed 1 records.	2001-09-14 07:47:14.0
Select	Processed 1 records.	2001-09-14 07:46:44.0

2 Select the desired completed import to view the results. The **Import Results Detail** screen appears.

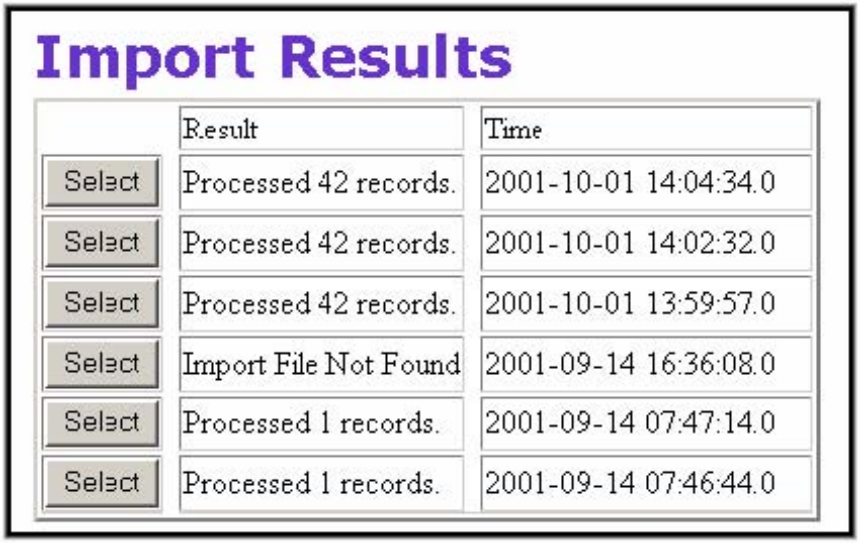

Import Results Detail
Severity
Result
Time
Select
Error
Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433
2001-09-13 20:13:26.0
Select
Error
Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN
2001-09-13 20:13:26.0
Select
Error
Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN
2001-09-13 20:13:26.0

Note: On a successful import, selecting one of the result lines will go directly to the **Participant Edit** screen.

View Import History

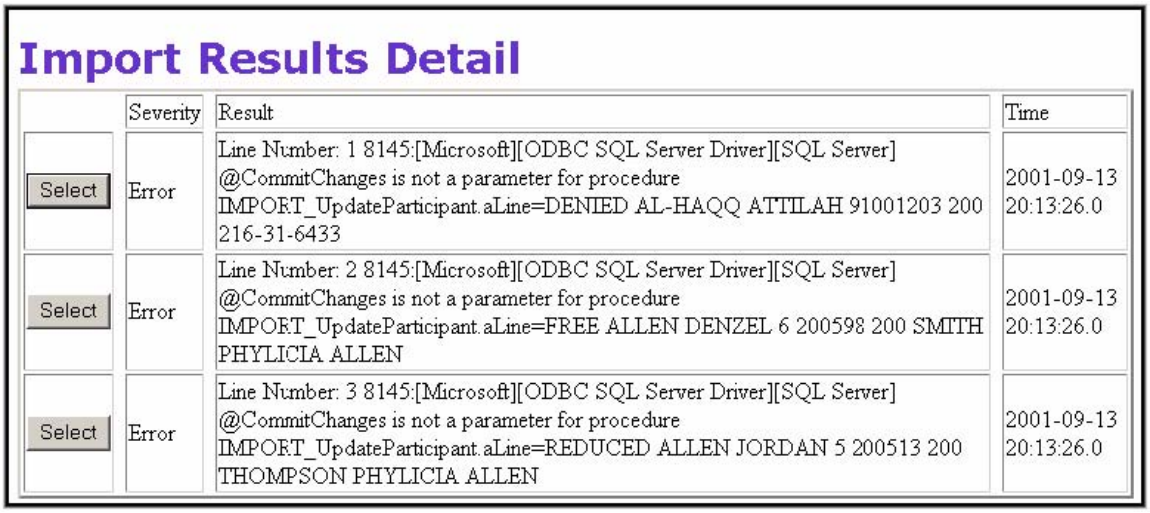
This option is used to the import results of previous imports.

1 When selected, the **Import Results** screen appears.



2 Select the import that was done to view the results.

3 The **Import Results Detail** screen appears.


Import Results Detail
Severity
Result
Time
Select
Error
Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433
2001-09-13 20:13:26.0
Select
Error
Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN
2001-09-13 20:13:26.0
Select
Error
Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN
2001-09-13 20:13:26.0

4 When the user has completed reviewing the information, click on the BACK ARROW on the tool bar.

Note: On a successful import, selecting one of the result lines will go directly to the **Participant Edit** screen.

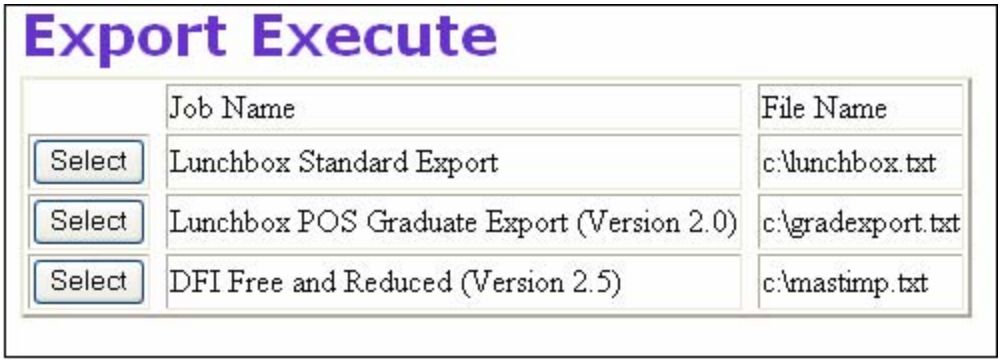
Participant Export

This option is used to export participant records.

Follow these steps to export participant records.

1 From the Back Office Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Participant Export** option. The **Export Execute** screen appears.



3 Select the import job to execute.

4 The **Export Execute** screen appears.

5 There are two options that can be chosen:

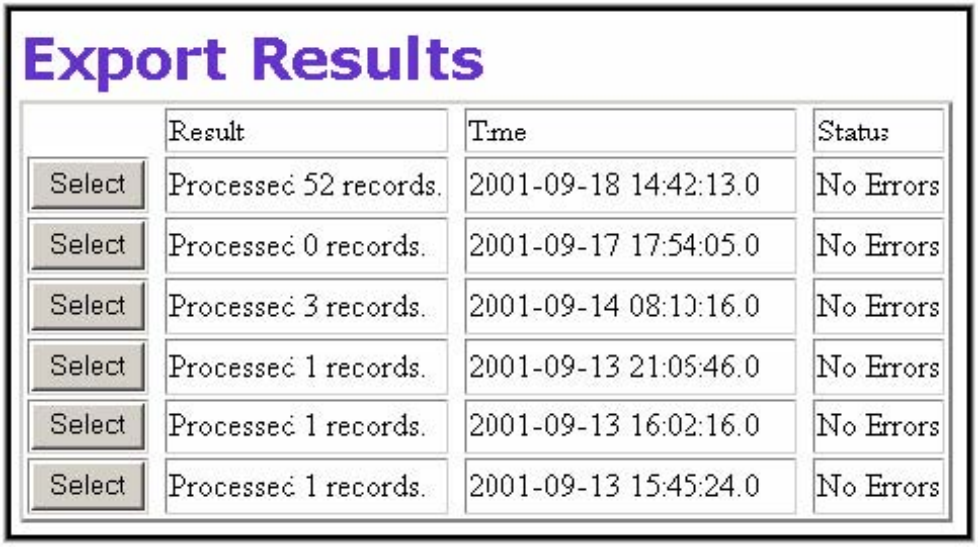
• **Export**. Click on this button to perform the export. Refer to the heading **Export** for more information.

• **View Export History**. Click on this button to review the export history. Refer to the heading **View Export History** for more information.

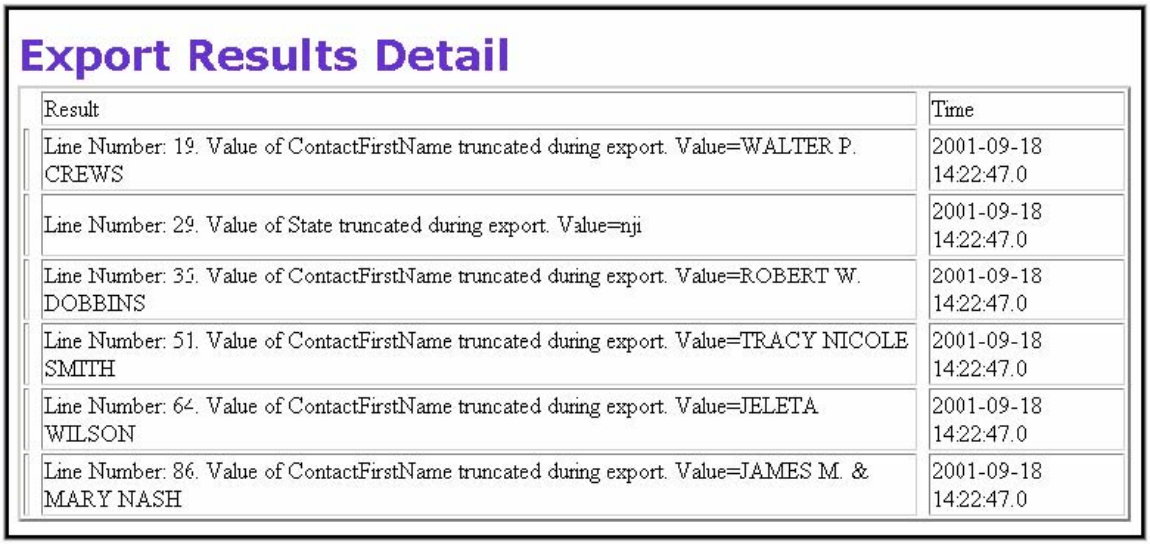
Export Results

This option is used to export participant information to a file.

1 When selected, the **Export** screen appears.



2 Select the import that was done to view the results. The **Export Results Detail** screen appears.



Export Results Detail

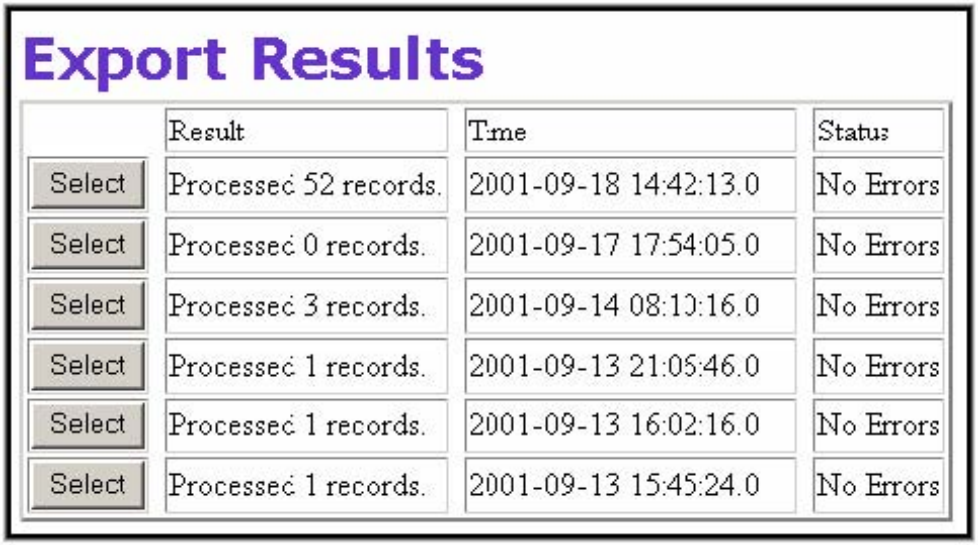
Result	Time
Line Number: 19. Value of ContactFirstName truncated during export. Value=WALTER P. CREWS	2001-09-18 14:22:47.0
Line Number: 29. Value of State truncated during export. Value=nji	2001-09-18 14:22:47.0
Line Number: 35. Value of ContactFirstName truncated during export. Value=ROBERT W. DOBBINS	2001-09-18 14:22:47.0
Line Number: 51. Value of ContactFirstName truncated during export. Value=TRACY NICOLE SMITH	2001-09-18 14:22:47.0
Line Number: 64. Value of ContactFirstName truncated during export. Value=JELETA WILSON	2001-09-18 14:22:47.0
Line Number: 86. Value of ContactFirstName truncated during export. Value=JAMES M. & MARY NASH	2001-09-18 14:22:47.0

3 When the user has completed reviewing this information, click on the **BACK ARROW** in the toolbar to return to the previous screen.

View Export History

This option is used to the view export results of previous exports.

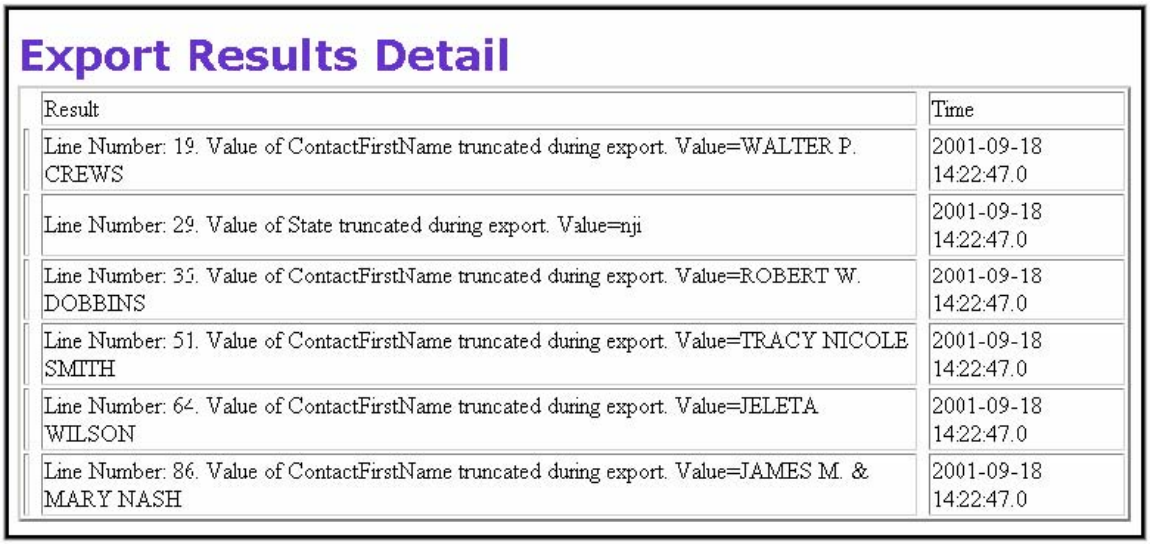
1 When selected, the **Export** screen appears.



Export Results

	Result	Time	Status
Select	Processed 52 records.	2001-09-18 14:42:13.0	No Errors
Select	Processed 0 records.	2001-09-17 17:54:05.0	No Errors
Select	Processed 3 records.	2001-09-14 08:10:16.0	No Errors
Select	Processed 1 records.	2001-09-13 21:05:46.0	No Errors
Select	Processed 1 records.	2001-09-13 16:02:16.0	No Errors
Select	Processed 1 records.	2001-09-13 15:45:24.0	No Errors

2 Select the import that was done to view the results. The **Export Results Detail** screen appears.



Export Results Detail

Result	Time
Line Number: 19. Value of ContactFirstName truncated during export. Value=WALTER P. CREWS	2001-09-18 14:22:47.0
Line Number: 29. Value of State truncated during export. Value=nji	2001-09-18 14:22:47.0
Line Number: 35. Value of ContactFirstName truncated during export. Value=ROBERT W. DOBBINS	2001-09-18 14:22:47.0
Line Number: 51. Value of ContactFirstName truncated during export. Value=TRACY NICOLE SMITH	2001-09-18 14:22:47.0
Line Number: 64. Value of ContactFirstName truncated during export. Value=JELETA WILSON	2001-09-18 14:22:47.0
Line Number: 86. Value of ContactFirstName truncated during export. Value=JAMES M. & MARY NASH	2001-09-18 14:22:47.0

3 When the user has completed reviewing this information, click on the **BACK ARROW** in the toolbar to return to the previous screen.

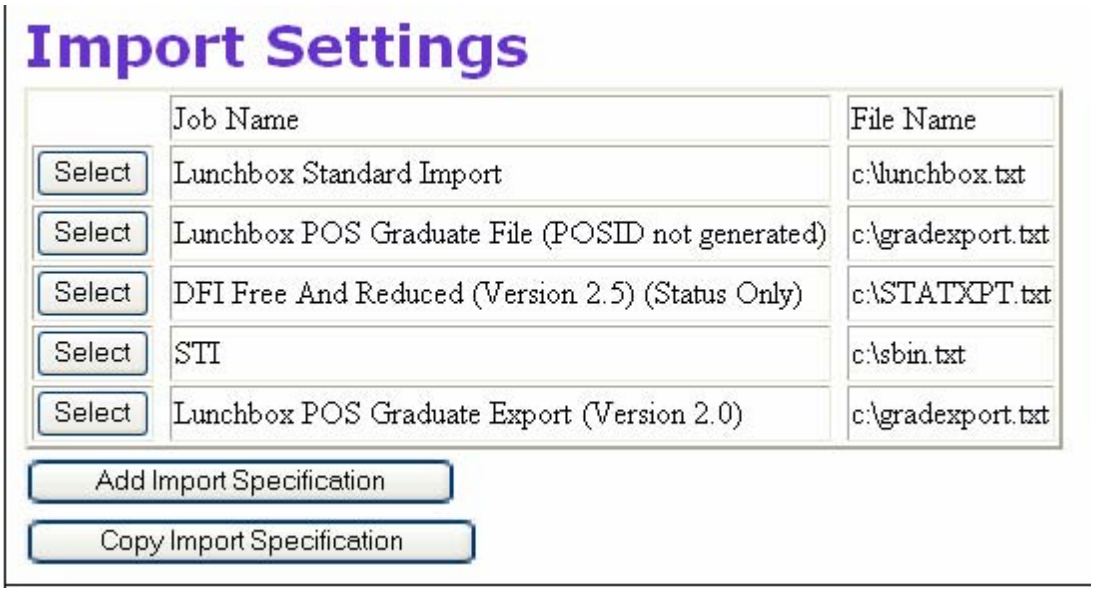
Participant Import Settings

This option sets the file settings used when participant files are imported.

Follow these steps to set participant import settings.

1 From the Back Office Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Participant Import Settings** option. The Participant **Import Settings** screen appears.



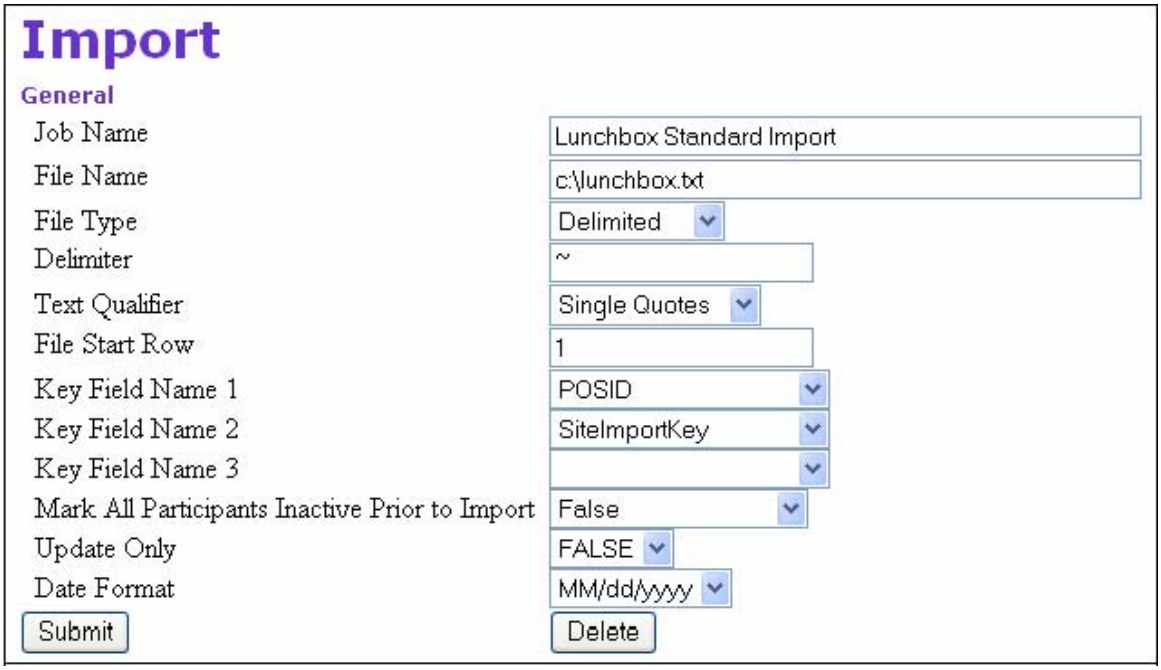
- 3 There are three choices*:*
  - • **Select.** Locate and click on an existing import specification. Refer to the heading **Select**

Existing Import Specification.

- • **Add Import Specification**. Click on this button to add a new import specification to the system. Refer to the heading **Add Import Specification**.
- • **Copy Import Specification**. Click on this button to copy an existing import specification. Refer to the heading **Copy Import Specification**.

Select Existing Import Specification

After selecting the desired export, the **Import** screen appears.



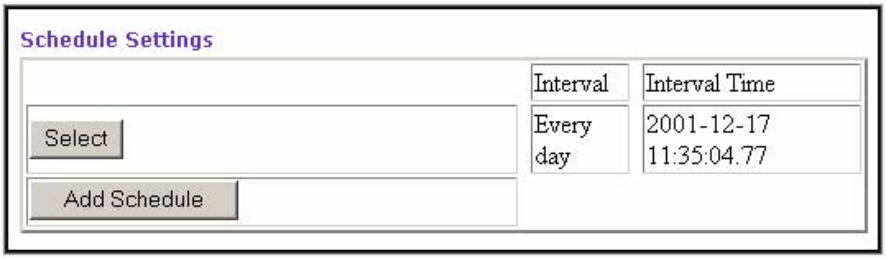
The following table lists the fields on this screen and their functions.

Field	Description
Job Name:	50 character descriptive name of this import specification.
File Name:	Fully qualified path and file name of the file to import from.
File Type:	"Delimited" or "Fixed Width"
Delimiter:	If File Type is Delimited, use this character as the delimiter. If File type is Fixed Width, leave this field blank.
File Start Row:	Skip all rows up to this Start Row (Some files exported from other programs may have a descriptive header).
KeyFieldName1	Match this column in order to uniquely identify a participant.
KeyFieldName2	If KeyFieldName1 is not sufficient to uniquely identify, use this column too.

KeyFieldName3	If KeyFieldName1 and KeyFieldName2 are not sufficient to uniquely identify, use this column too. Key Fields are used to determine uniqueness between participants. Any combination of columns can be used; however, the recommended columns include: SSN, DistrictID, and POSID.
Mark all Participants Inactive Prior to Import:	**TRUE** – Sets all participants to Inactive before importing. **FALSE** – Leaves all existing participants as they are.
Date Format:	Acceptable formats include: yyyyMMdd MMddyyyy MM/dd/yyyy yyyy-MM-dd MMddyy M/d/yy

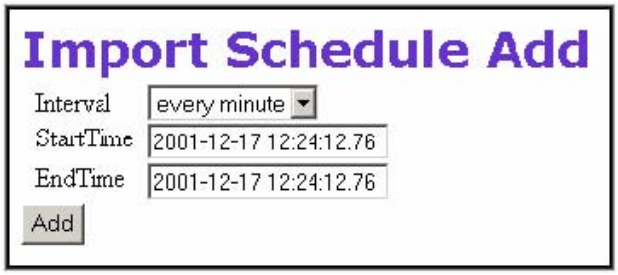
An import schedule can be set. Complete the following steps to set an import schedule.

- 1 To add a schedule or make changes to an existing one, access the **Schedule Settings** screen:

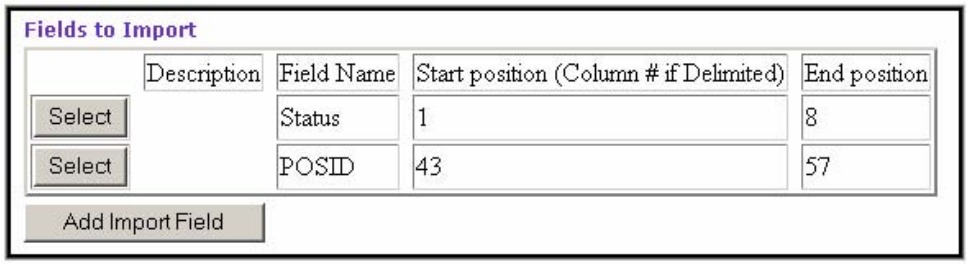


  - • This grid describes the active schedules for this Import specification. An Add button is also provided.

- 2 Select a schedule or add a new one and the **Import Schedule Add** screen appears:



- 3 The next screen that has modifications is the **Fields to Import** screen:



1. 4 The fields to import include:

   2. • Description.

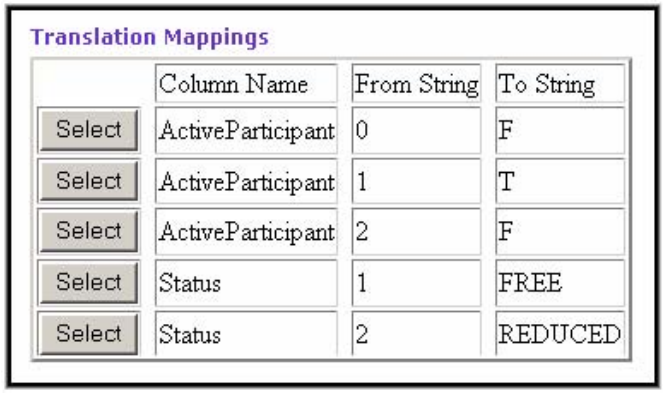
   3. • Field Name.

   4. • Start position (Column # if Delimited).

   5. • End position.

   6. **Note:** If the import file is 'Fixed Width', set both starting and ending position. If the import file is 'Delimited', set only the starting position. Leave the end position blank.

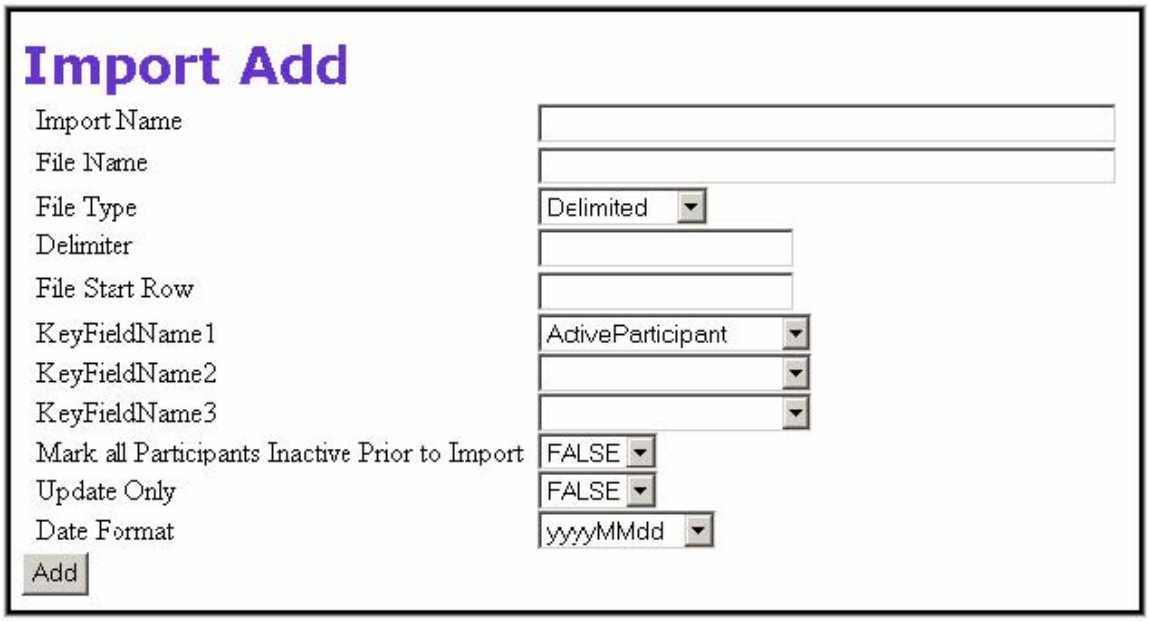
7. 5 The last screen that has modifications that can be made is the **Translation Mappings** screen:



   1. • For each value in the selected field that equals **FromString**, the value imported will be translated into **ToString**. For example, if the **SiteImportKey** is equal to 1002, the value imported will be equal to "**Grove**".

Add Import Specification

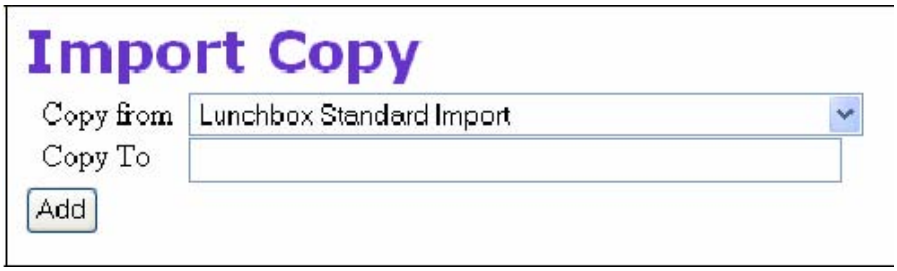
After selecting **Add Import Specification** on the Import Settings screen, the **Import Add** screen appears.



Fill in the appropriate information and then click on the **Add** button.

Copy Import Specification

After selecting **Copy Import Specification** on the Import Settings screen, the **Copy Import** screen appears.



Select the appropriate specification to copy and click on the **Add** button to complete the procedure.

Standard Import Formats

The following Standard Import Formats are available under the Copy From field.

1. DFI Free and Reduced (Version 2.5) (Status Only)
2. STI
3. STI Lunch POS Graduate Export (Version 2.0)
4. STI Lunch POS Graduate File (POSID not generated)
5. STI Lunch Standard Import

List of Available Fields

ActiveParticipant	ContactLastName	#OfChargeTransactions
ALaCarteLimitAmount	ContactMiddleName	Other ID
ALaCarteLimitInterval	ContactSSN	ParticipantID
ALaCarteLimitType	County	POSID
AreaCode	DistrictID	Relationship
Balance	Extension	SiteCode
BirthDate	FirstName	SiteImportKey
BuyAlacarte	GradeLevel	SSN
Category	HomeRoom	State
City	LastName	Street
Comment	MiddleName	Zip
ContactFirstName	Number	

SiteCode

If SiteCodes have been entered for the Sites in SiteManager, the SiteCode can be used to identify the Site to which the Participant belongs. Otherwise, the SiteImportKey can be used.

Sample Fixed Width File

The following fixed width file contains DistrictID, First Name, Last Name, and POSID.

```
245611741    TERRELL    AIKEN      123638
245611741    TERRELL    AIKEN      200495
216-31-6433  ATTILAH    AL-HAQQ    91001203
250830578    JACKELYN   ALBERT     123195
```

Sample Delimited File

The following sample delimited file contains DistrictID, First Name, Last Name, and POSID separated by tildes (~).

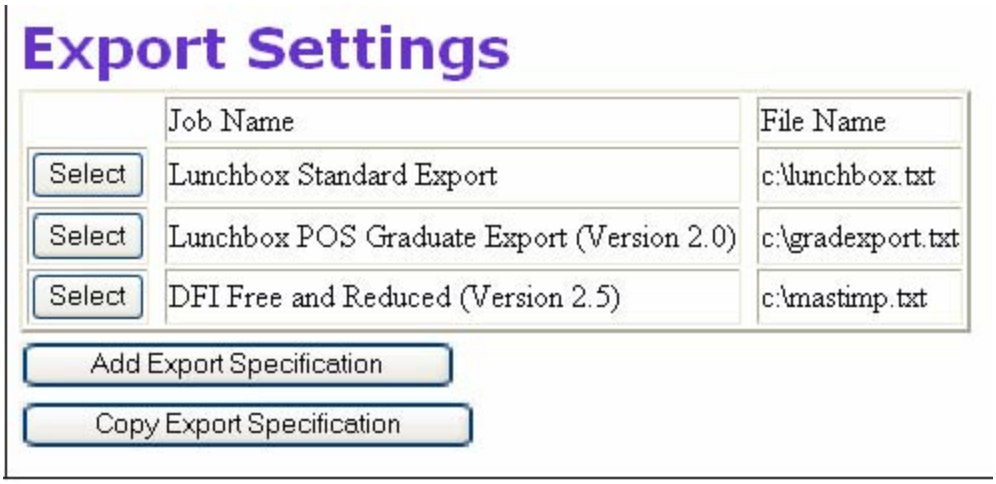
```
245611741~TERRELL~AIKEN~123638
245611741~TERRELL~AIKEN~200495
216-31-6433~ATTILAH~AL-HAQQ~91001203
250830578~JACKELYN~ALBERT~123195
```

Participant Export Settings

This option determines the file settings used when participant records are exported.

Follow these steps to set the participant export settings.

- 1 From the Back Office Main Menu, click on the **Communications** heading. The options available are listed underneath the heading.
- 2 Click on the **Participant Export Settings** option. The Participant **Export Settings** screen appears.



- 3 The Export Procedures follow the same headings as the Import Procedures. Refer to the headings under **Import Procedures** for more information.

Terminal Maintenance

Overview

The Terminal Maintenance feature in BackOffice POS allows settings that used to be kept in text files on the terminal to be maintained at the POS BackOffice.

In Terminal Maintenance, the user can:

1.• Change settings for input / output devices attached to individual terminals.

2.• Set up mappings for pinpad characters.

3.• Define types of terminals.

Terminal Maintenance

Use BackOffice's Terminal Maintenance option to maintain settings for individual terminals.

Follow these steps to access the different options under the **Terminal Maintenance** heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Terminal Maintenance** heading. The options available under the heading appear.

Terminal Settings
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Communications
Employee Tracking
Settings
Terminal Maintenance
    Terminal Setup
    PinPad Setup
    Terminal Types Setup
Utilities

3 There are three options under the heading. Click on the desired option.

- • **Terminal Setup.** This option allows you to change settings for input / output devices attached to individual terminals.
- • **PinPad Setup.** This option allows you to set up mappings for pinpad characters
- • **Terminal Types Setup.** This option allows you to define terminal types that you can use to classify different terminals.

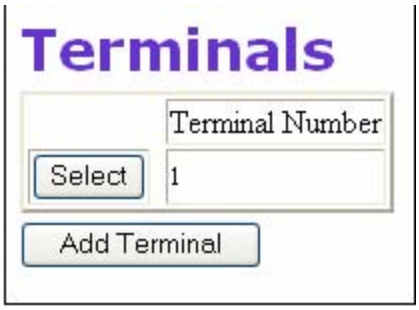
Terminal Setup

Settings for terminal devices that were previously in the file devices.ini on the terminal have been moved into the database and are maintained under this option.

Follow these steps to modify Terminal Device Settings.

1 From the Back Office, click on the **Terminal Maintenance** heading. The options available under the heading appear.

2 Click on the **Terminal Setup** option. The Terminal Record select screen appears listing all defined terminals.



3 At this point, the user can:

- Select a Terminal Record to edit or delete
- Add another Terminal Record

Add a Terminal Record

Under normal circumstances it is not necessary to add a Terminal Record. The Terminal Record will be added when the terminal logs into the POS BackOffice database for the first time. If you feel that you do need to add a Terminal Record, please contact STILunch Support.

Delete a Terminal Record

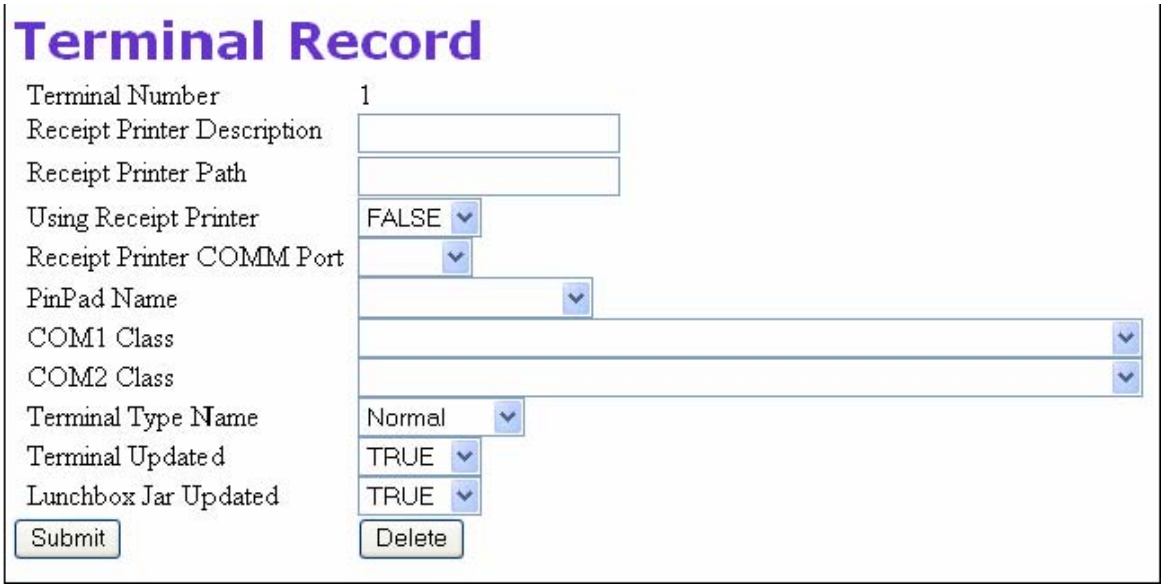
Under normal circumstances it is not necessary to delete a Terminal Record. If you feel that you do need to delete a Terminal Record, please contact STI Lunch Support.

Edit a Terminal Record

Follow these steps when updating a Terminal Record.

1 Begin by clicking the Select button for the Terminal Record to be updated on the Terminal Record screen.

2 The Terminal Record screen appears (an example is shown below).



3 Click in the fields to enter or select data for that field

- **Receipt Printer Description.** Enter the description of the receipt printer for the terminal (if any).
- **Receipt Printer Path.** Enter the path to the receipt printer for the terminal in the form //computername/sharename.
- **Using Receipt Printer.** Set this to TRUE if this terminal uses a receipt printer.
- **Receipt Printer COMM Port.** Set this to the communications port the receipt printer is attached to if it is attached to this terminal.
- **PinPad Name.** Choose the PinPad name that defines the mapping table for this terminal's PinPads (see PinPad Setup).
- **COM1 Class.** Set this to the correct java class for the type of input device attached to the communications port set to pinPad1Port under Global Settings.
- **COM2 Class.** Set this to the correct java class for the type of input device attached to the communications port set to pinPad2Port under Global Settings.
- **Terminal Type Name.** Set this to the type of terminal.
- **Terminal Updated.** Do not change this unless instructed to do so by STI Lunch Support.
- **STI Lunch Jar Updated.** Do not change this unless instructed to do so by STI Lunch Support.

• 5 When complete, click on the **Submit** button.

PinPad Setup

Often the character transmitted to the terminal from the pinpad needs to be translated to another character. Previously this was accomplished through the pinpad.ini file on the terminal. The **PinPad Setup** option now allows the user to set up and maintain this mapping table.

Follow these steps to modify PinPad Setup.

1 From the Back Office, click on the **Terminal Maintenance** heading. The options available

under the heading appear.

2 Click on the **PinPad Setup** option. The PinPads screen appears listing all defined pinpad mapping tables.

3 At this point, the user can:

- o • Select a PinPad Name to edit or delete.
- o • Add another PinPad mapping.

• Add a PinPad Mapping Record

Follow these steps when adding a PinPad Mapping Record.

1 Begin by clicking the Add PinPad button on the PinPads screen.

2 The Add PinPad screen appears (an example is shown below).

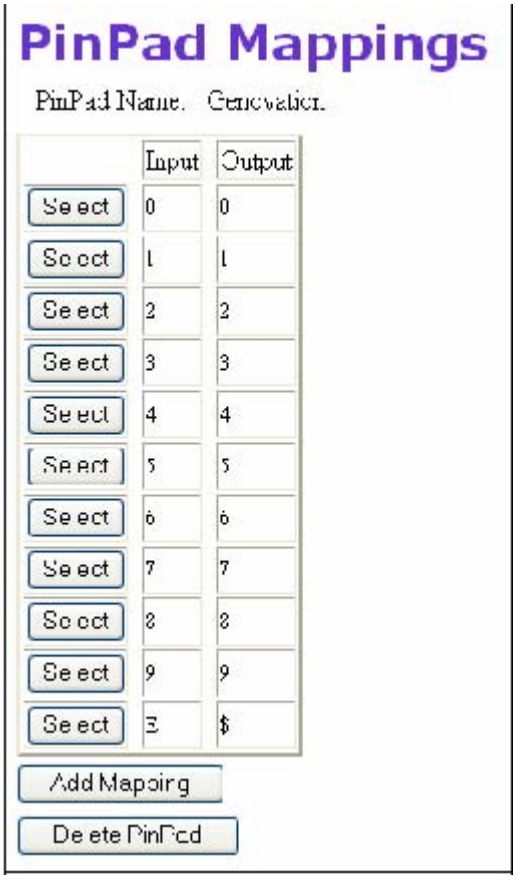
3 Type the PinPad Name of the PinPad you wish to add and click the add button. The PinPads screen is displayed with the new PinPad name in the list of PinPads.

Edit a PinPad Mapping Record

Follow these steps when editing a PinPad Mapping Record.

1 Begin by clicking the Select button for the PinPad Name to be updated on the PinPads screen.

2 The PinPad Mappings screen appears (an example is shown below).



3 At this point, the user can:

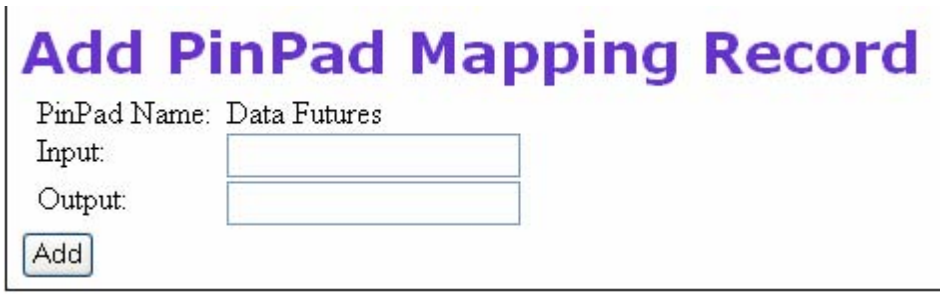
- o • Select a mapping to edit or delete.
- o • Add an Input - Output mapping.
- o • Delete the PinPad Mapping Record.

Adding an Input – Output Mapping

Follow these steps to add an Input – Output Record.

1 Begin by clicking the Add Mapping on the PinPads screen.

2 The PinPad Mappings screen appears (an example is shown below).



- o 3 Type the character the PinPad sends when the key is pressed in the Input text box and the character the software should translate it to in the Output text box. Then click on the Add button.

Editing an Input – Output Mapping

Follow these steps when editing an Input - Output Mapping Record.

1 Begin by clicking the Select button for the Input - Output Mapping Record to be updated on the PinPad Mappings screen.

2 The PinPad Mapping Record screen appears (an example is shown below).

3 Type the correct character in the Output text box and click the Submit button. If the Input character needs to be modified it will be necessary to delete the record and add a new record with the correct character.

Deleting an Input – Output Mapping

Follow these steps to delete an Input - Output Mapping Record.

1 Begin by clicking the Select button for the Input - Output Mapping Record to be deleted on the PinPad Mappings screen.

2 The PinPad Mapping Record screen appears (an example is shown below)

3 Click on the Delete button.

Delete a PinPad Mapping

Follow these steps to delete a PinPad Mapping Record.

1 Begin by clicking the Select button for the PinPad Name to be deleted on the PinPads screen.

2 The PinPad Mappings screen appears (an example is shown below)

3 Click the Delete PinPad button.

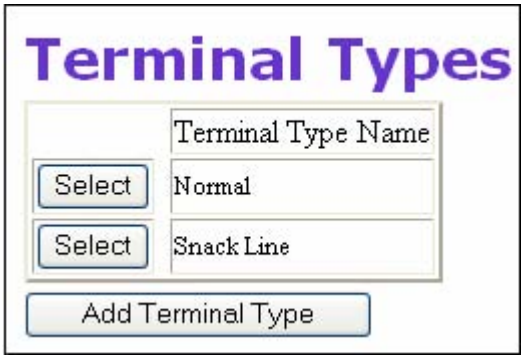
Terminal Types Setup

A Terminal Type name can be defined to group terminals according to a location, a function, or some other property. This name is defined and maintained in **Terminal Types Setup** and assigned to the Terminal using the **Terminal Setup** option.

Follow these steps to maintain **Terminal Types**.

1 From the Back Office, click on the **Terminal Maintenance** heading. The options available under the heading appear.

2 Click on the **Terminal Types Setup** option. The Terminal Types screen appears listing all defined Terminal Types.



3 At this point, the user can:

- o • Select a Terminal Type Name to edit or delete.
- o • Add another Terminal Type.

Add a Terminal Type Record

Follow these steps when adding a Terminal Type Record.

1 Begin by clicking the Add Terminal Type button on the Terminal Types screen.

2 The Add Terminal Type screen appears (an example is shown below).

3 Type the name of the Terminal Type in the text box and click on Submit.

Edit a Terminal Type Record

Follow these steps when editing a Terminal Type Record.

1 Begin by clicking the Select button for the Terminal Type Name to be updated on the Terminal Types screen.

2 The Add Terminal Type screen appears (an example is shown below)

3 Modify the Terminal Type Name as desired and click the Submit button.

Delete a Terminal Type Record

Follow these steps to delete a Terminal Type Record.

1 Begin by clicking the Select button for the Terminal Type Name to be deleted on the Terminal Types screen.

2 The Terminal Type Record screen appears (an example is shown below)

3 Click the Delete button.

Utilities

Access Utilities

Follow these steps to access the different options under the **Utilities** heading.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Utilities** heading. The options available under the heading appear.

Terminal Status
Transaction Reports
Monthly Reports
Participant Reports
Maintenance
Employee Tracking
Communications
Settings
Utilities
Job Maintenance
Database Backup
Rebuild SiteManager DSN
Purge Transactions
Run Nightly Communications
Hidden Global Settings
Re-Communicate Sales Data
Check/Fix Database

3 There are eight options under the heading. It is recommended that you contact your STI Customer Care Representative before performing any of these task.

- **Job Maintenance.** This option allows the user to manage Network Comm jobs.
- **Database Backup.** This option allows the user to create a backup.
- **Rebuild SiteManager DSN.** This option allows the user to rebuild the DSN for SiteManager. **NOTE:** This should not be ran if both BackOffice and SiteManager are

installed on the same machine.

- **Purge Transactions.** This option allows the user to purge data for a specific day or range of days. **NOTE**: This is irreversible

• **Run Nightly Communications.** This option allows the user to run the nightly communications between BackOffice and SiteManager if for some reason the two systems at not been communicating.

• **Hidden Global Settings.** Additional settings that are normally not updated

• **Re-Communicate Sales Date.** This option allows the user to re-communicate sales data that may not have been communicated to SiteManager.

• **Check/Fix Database.** This tool is used to check and fix database issues.

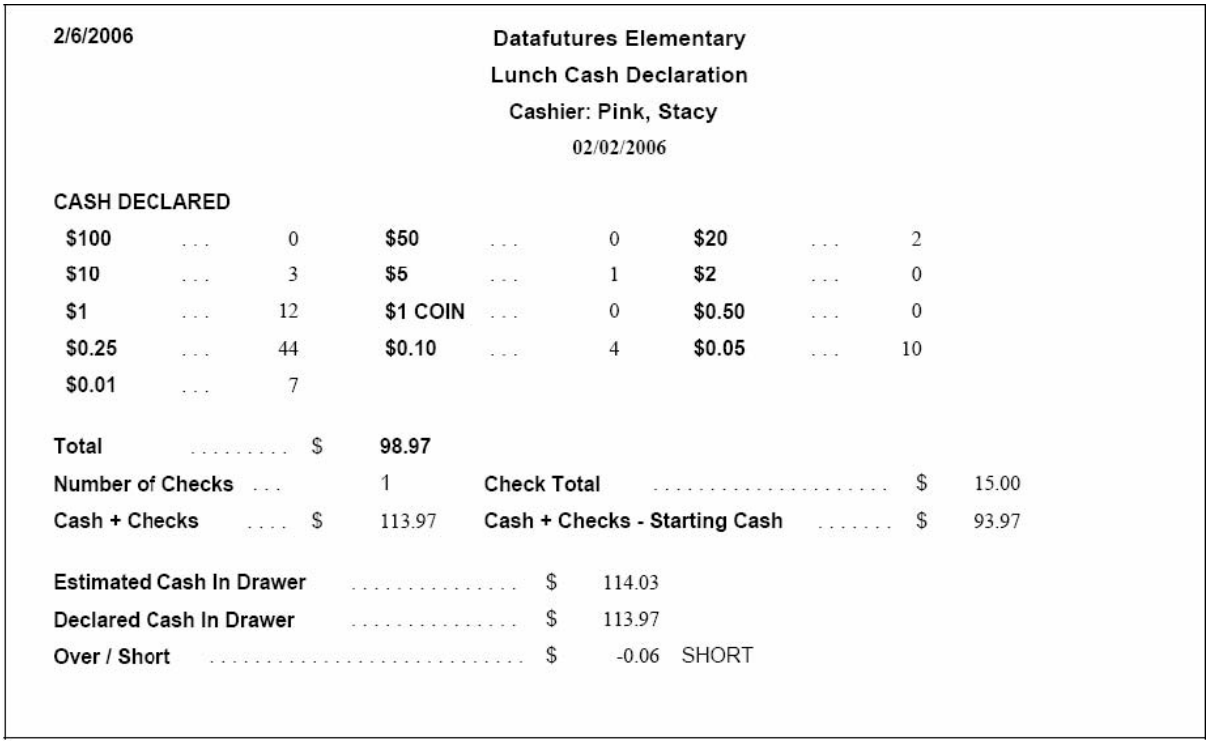
Appendix A: POS BackOffice Reports

About this Section

This appendix explains what information each POS BackOffice report presents and where the information comes from. The following reports are covered:

- Cash Declaration
- Check Declaration
- Daily Count and Cash Reconciliation
- Daily Record Extended Report
- Department and a La Carte Sales
- Monthly Edit Check
- Reimbursable Meal Sales Detail
- Student Listing
- Transaction History

Cash Declaration



2/6/2006

Datafutures Elementary
Lunch Cash Declaration
Cashier: Pink, Stacy
02/02/2006

CASH DECLARED

$100	0	$50	0	$20	2
$10	3	$5	1	$2	0
$1	12	$1 COIN	0	$0.50	0
$0.25	44	$0.10	4	$0.05	10
$0.01	7				

Total	$ 98.97		
Number of Checks	1	Check Total	$ 15.00
Cash + Checks	$ 113.97	Cash + Checks - Starting Cash	$ 93.97

Estimated Cash In Drawer	$ 114.03	
Declared Cash In Drawer	$ 113.97	
Over / Short	$ -0.06	SHORT

This section explains the calculations behind the fields on the Cash Declaration Report.

$100 – Number of 100 dollars bills in cash drawer.

$50 – Number of 50 dollars bills in cash drawer.

$20 – Number of 20 dollars bills in cash drawer.

$10 – Number of 10 dollars bills in cash drawer.

$5 – Number of 5 dollars bills in cash drawer.

$2 – Number of 2 dollars bills in cash drawer.

$1 – Number of 1 dollars bills in cash drawer.

$1 Coin – Number of 1 dollar coins in cash drawer.

$0.50 – Number of 50 cent coins in cash drawer.

$0.25 – Number of 25 cent coins in cash drawer.

$0.10 – Number of 10 cent coins in cash drawer.

$0.05 – Number of 5 cent coins in cash drawer.

$0.01 – Number of 1 cent coins in cash drawer.

Total – Total amount of cash in the cash drawer.

Number of Checks – The number of checks in the cash drawer.

Check Total – The sum of all checks in the cash drawer.

Cash + Checks – The sum of all money in the cash drawer.

Cash + Checks – Starting Cash – The sum of all money in the cash drawer minus the starting cash total.

Estimated Cash in Drawer – The amount of cash that should be in the drawer. This is calculated by summing all cash transactions and adding it to the starting cash amount.

Declared Cash in Drawer – The amount of cash in the drawer. This is calculated during the cash reconciliation process.

Over/Short – The amount of money that you are over or short. This is calculated by subtracting the estimated cash in drawer from the declared cash in drawer.

Check Declaration

STI Lunch Elementary

12/16/2005

DECLARED CHECK LISTING

Cashier: Pink, Stacy

POS ID	District ID	SSN	Participant Name	Check Number	Check Amount
99999999			NO, PARTICIPANT	3259	1.72
99999999			NO, PARTICIPANT	120	2.16
99999999			NO, PARTICIPANT	8541	2.69
				3	**6.57**

Cashier: Red, Marsha

POS ID	District ID	SSN	Participant Name	Check Number	Check Amount
184744	506184744	506-18-4744	Anderson, Miranda	695	1.25
181021	024181021	024-18-1021	Antoine, Zoe	8520	1.75
99999999			NO, PARTICIPANT	7532	2.16
093430	163093430	163-09-3430	Barrera, Alberto	1452	0.40
882317	008882317	008-88-2317	Arriola, Serena	5236	1.75
				5	**7.31**

This section explains the calculations behind the fields on the Check Declaration Report.

Cashier – Name of the cashier.

POS ID – The POS ID is a unique value that is used to identify participants at a pos terminal.

District ID – The District ID is a unique value that is used to identify participants in the school district. This value is generally the participant's social security number.

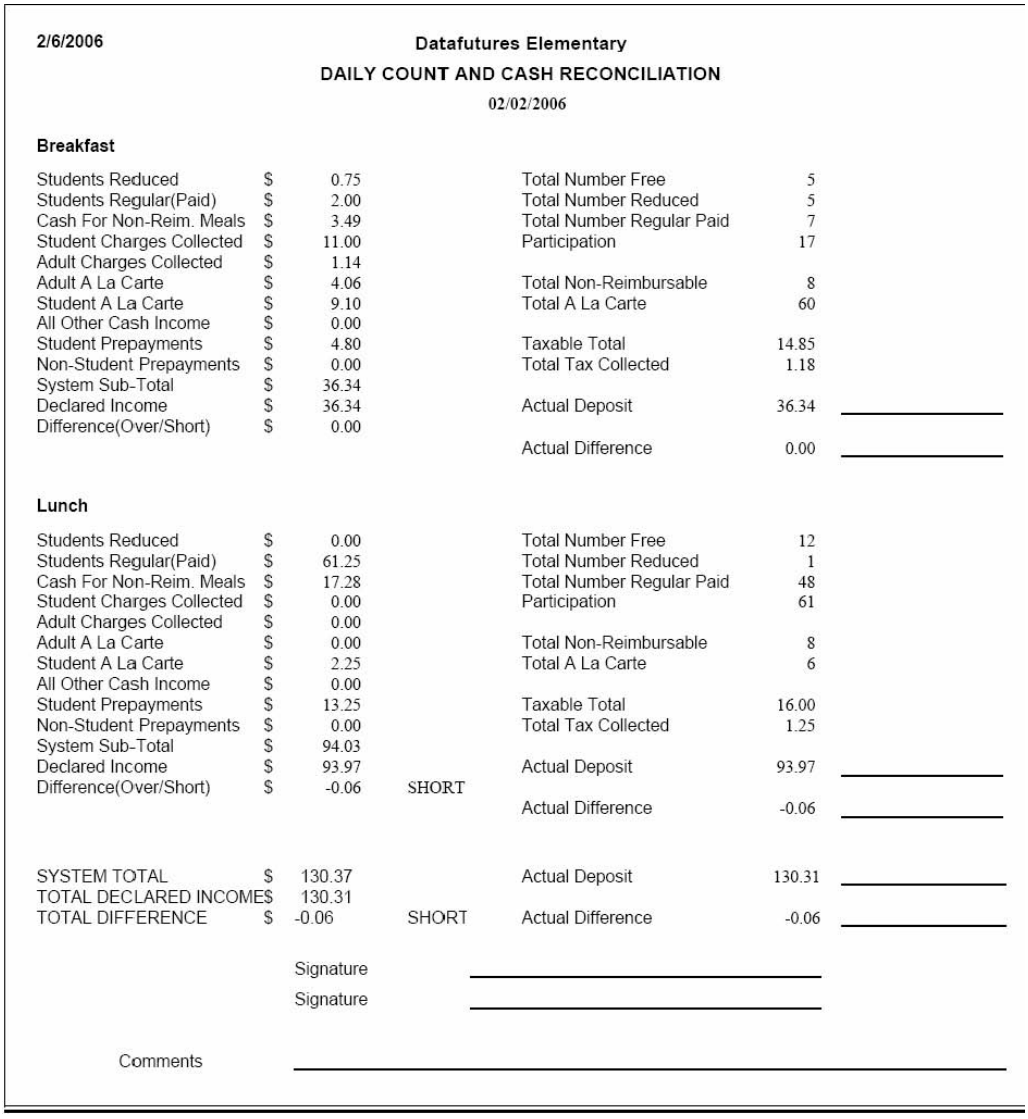
SSN – The participant's Social Security Number.

Participant Name - The student's name.

Check Number – The numbers of all the checks received by the cashier. A count of all the checks that were reconciled is summed up below all the check numbers.

Check Amount – The amount each check was written for. The total amount for all the checks that were reconciled is summed up below all the amounts.

Daily Count and Cash Reconciliation



2/6/2006

Datafutures Elementary

DAILY COUNT AND CASH RECONCILIATION

02/02/2006

Breakfast

Students Reduced	$	0.75		Total Number Free	5	
Students Regular(Paid)	$	2.00		Total Number Reduced	5	
Cash For Non-Reim. Meals	$	3.49		Total Number Regular Paid	7	
Student Charges Collected	$	11.00		Participation	17	
Adult Charges Collected	$	1.14				
Adult A La Carte	$	4.06		Total Non-Reimbursable	8	
Student A La Carte	$	9.10		Total A La Carte	60	
All Other Cash Income	$	0.00				
Student Prepayments	$	4.80		Taxable Total	14.85	
Non-Student Prepayments	$	0.00		Total Tax Collected	1.18	
System Sub-Total	$	36.34				
Declared Income	$	36.34		Actual Deposit	36.34	_____
Difference(Over/Short)	$	0.00				
				Actual Difference	0.00	_____

Lunch

Students Reduced	$	0.00		Total Number Free	12	
Students Regular(Paid)	$	61.25		Total Number Reduced	1	
Cash For Non-Reim. Meals	$	17.28		Total Number Regular Paid	48	
Student Charges Collected	$	0.00		Participation	61	
Adult Charges Collected	$	0.00				
Adult A La Carte	$	0.00		Total Non-Reimbursable	8	
Student A La Carte	$	2.25		Total A La Carte	6	
All Other Cash Income	$	0.00				
Student Prepayments	$	13.25		Taxable Total	16.00	
Non-Student Prepayments	$	0.00		Total Tax Collected	1.25	
System Sub-Total	$	94.03				
Declared Income	$	93.97		Actual Deposit	93.97	_____
Difference(Over/Short)	$	-0.06	SHORT			
				Actual Difference	-0.06	_____

SYSTEM TOTAL	$	130.37		Actual Deposit	130.31	_____
TOTAL DECLARED INCOME	$	130.31				
TOTAL DIFFERENCE	$	-0.06	SHORT	Actual Difference	-0.06	_____

Signature _____

Signature _____

Comments _____

This section explains the calculations behind the fields on the Daily Count and Cash Reconciliation Report.

Students Reduced - The total amount of cash that should have been collected for the reduced status during the serving period.

Students Regular (Paid) – The total amount of cash that should have been collected for the regular status during the serving period.

Cash For Non-Reim. Meals – The total amount of cash that should have been collected for Non-Reimbursable meals during the serving period.

Student Charges Collected – The amount of cash collected for student charges.

Adult Charges Collected – The amount of cash collected for adult charges.

Adult A La Carte – The total amount of cash that should have been collected for Adult A La Carte items during the serving period.

Student A La Carte – The total amount of cash that should have been collected for Student A La Carte during the serving period.

All Other Cash Income – Cash collected for transactions that are not listed on this report.

Student Prepayments – The total amount of cash deposited by students during the serving period.

Non-Student Prepayments – The total amount of cash deposited by Non-Students during the serving period.

System SubTotal – The total amount of cash that should have been collected for the serving period.

Declared Income – The actual amount of cash collected during the serving period. Declared income is calculated during the cash reconciliation process by subtracting the starting amount of cash from the reconciliation total.

Difference (Over/Short) – The difference in system sub total and declared income. The difference is calculated by subtracting the subtotal from the declared amount.

Total Number Free – The total number of free meals served during the serving period.

Total Number Reduced – The total number of reimbursable reduced meals sold during the serving period.

Total Number Regular Paid – The total number of reimbursable full priced meals sold during the serving period.

Participation – The total number of reimbursable meals sold during the serving period. Participation is calculated by summing total number free, total number reduced, and total number regular.

Total Non-Reimbursable – The total number of non-reimbursable meals sold during the serving period.

Total A La Carte – Total number of A La Carte items sold during the serving period.

Taxable Total – The total amount of taxable meals sold during the serving period.

Total Tax Collected – The total amount of cash collected from taxes.

Actual Deposit – The total amount of cash that was deposited for the serving period. This amount comes from the actual deposit amounts entered during the end of day process.

Actual Difference – The difference in the system sub total amount and actual deposit amount.

System Total – The total amount for both serving periods. The system total is calculated by adding the system sub total for all serving periods.

Total Declared Income – The sum of declared income for all serving periods.

Total Difference – The difference for all serving periods. This is calculated by summing the difference for all serving periods.

Daily Record Extended Report

1/5/2006

STI Lunch Elementary
Daily Record Extended Report
January, 2006

Breakfast

Serving Date	Cash Income Pupil	Cash Income Adult	Special Sales Pupil	Special Sales Adult	Account Deposit Pupil	Account Deposit Adult	Account Used Pupil	Account Used Adult	Charges Pupil	Charges Adult	SubTotal	System Total	Over/ Short	Actual Deposit
1/4/2006	4.05	1.72	1.35	0.00	0.00	0.00	1.25	0.00	0.00	0.00	5.87	17.43	0.00	17.43
1/5/2006	4.35	0.00	1.85	0.54	5.00	0.00	0.00	0.00	0.00	0.00	11.74	11.74	0.00	11.74
Totals	**8.40**	**1.72**	**3.20**	**0.54**	**5.00**	**0.00**	**1.25**		**0.00**		**17.61**	**29.17**	**0.00**	**29.17**

1/5/2006

STI Lunch Elementary
Daily Record Extended Report
January, 2006

Lunch

Serving Date	Cash Income Pupil	Cash Income Adult	Special Sales Pupil	Special Sales Adult	Account Deposit Pupil	Account Deposit Adult	Account Used Pupil	Account Used Adult	Charges Pupil	Charges Adult	SubTotal	System Total	Over/ Short	Actual Deposit
1/4/2006	5.65	3.91	1.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00	11.56	17.43	0.00	17.43
1/5/2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.74	0.00	11.74
Totals	**5.65**	**3.91**	**1.50**	**0.50**	**0.00**	**0.00**	**0.00**		**0.00**		**11.56**	**29.17**	**0.00**	**29.17**

1/5/2006

STI Lunch Elementary
Daily Record Extended Report
January, 2006

BREAKFAST

ServingDate	Total Served	Pupils Paid	Pupils Free	Pupils Reduced	Pupils In Kind	Pupils Extra Meals	Adult Paid Dist	Adult Paid Other	Adult In Kind
1/4/2006	5	3	1	1	1	0	1	0	0
1/5/2006	5	3	0	2	1	0	0	0	1
Totals	**10**	**6**	**1**	**3**	**2**	**0**	**1**	**0**	**1**

1/5/2006

STI Lunch Elementary
Daily Record Extended Report
January, 2006

LUNCH

		Pupils					Adult		
ServingDate	Total Served	Paid	Free	Reduced	In Kind	Extra Meals	Paid Dist	Paid Other	In Kind
1/4/2006	5	3	1	1	1	0	1	1	2
1/5/2006	0	0	0	0	0	0	0	0	0
Totals	**5**	**3**	**1**	**1**	**1**	**0**	**1**	**1**	**2**

This section explains the calculations behind the fields on the Daily Record Extended Report.

Serving Period Amounts (Breakfast and Lunch)

Cash Income – The amount of cash received from pupils and adults for meals that were served.

Special Sales – The amount of cash received from pupils and adults for items that were not meals.

Account Deposit – The amount of cash received from pupils and adults who deposited money into their accounts.

Account Used – The amount of money that was used by pupils and adult accounts to pay for items.

Charges – The amount that was charged for items by pupils and adults.

Subtotal – The total amount of cash that should have been collected for the serving period on that day.

System Total – The total amount of cash that should have been collected for all the serving periods for that day.

Over/Short – The difference between the Actual Deposit and the System Total.

Actual Deposit – The total amount of cash that was deposited for the serving periods. This amount comes from the actual deposit amounts entered during the end of day process.

Severing Period Counts (Breakfast and Lunch)

Pupils:

Total Served – Total number of pupils served for the day with a count of the month at the bottom.

Paid – Total number of full pay status pupils that were served meals.

Free – Total number of free pay status pupils that were served meals.

Reduced – Total number of reduced pay status pupils that were served meals.

In Kind – The number of meals served to participants that have a ‘Student Worker’ status (status 6).

Extra Meals – The number of extra meals served.

Adults:

Paid Dist – The number of meals served to participants that have an 'Adult' status (status 4).

Paid Other – The number of meals served to participants that have a 'Visitor' status (status 7).

In Kind – The number of meals served to participants that have an 'Employee' status (status 5).

Department and a La Carte Sales

12/21/2005

STI Lunch Elementary

LUNCH Department and A La Carte Sales
12/21/2005 - 12/21/2005

ALACARTE Sales

	Quantity				Amount			
	Cash	Charge	Prepay	Total	Cash	Charge	Prepay	Total
BROWNIE	1		1	2	0.50		0.50	$1.00
BX JUICE		1		1		0.50		$0.50
CHIPS			1	1			0.50	$0.50
COOKIE		1		1		0.25		$0.25
CRACKER	1			1	0.25			$0.25
SHAPE-UP		1		1		0.35		$0.35
WATER	1			1	0.50			$0.50
Totals:	**3**	**3**	**2**	**8**	**1.25**	**1.10**	**1.00**	**$3.35**
Grand Totals	**3**	**3**	**2**	**8**	**1.25**	**1.10**	**1.00**	**$3.35**

This section explains the calculations behind the fields on the Department and A La Carte Sales Report.

The report is a breakdown of A La Carte Sales and Department sales per serving period. Any product that is of type A La Carte or Department will appear on this report.

Quantity

Cash – The total number of sales of an item that was paid for with cash or check.

Charge – The total number of sales of an item that was paid for by charging.

Prepay – The total number of sales of an item that was paid for with a prepay account.

Total – The total number of each item sold.

Amount

Cash – The amount of cash that came from cash sales of an item.

Charge – The amount of money that was charged for sales of an item.

Prepay – The amount of money that paid from prepay accounts for each item.

Total – The total amount of money for each item.

Totals – Totals per section.

Grand Totals – The totals of all sections.

Monthly Edit Check

1/6/2006

POS Site 053

Potential OverClaim Monthly Totals
January, 2006

Transaction Date	Free			Reduced			Full		
	Eligible	Estimate	Actual	Eligible	Estimate	Actual	Eligible	Estimate	Actual
1/4/2006									
BREAKFAST	108	104	1	39	38	1	367	353	3
Nobody Participants									
(Reduced) 1									
(Full) 2									
LUNCH	108	104	1	39	38	1	367	353	3
Nobody Participants									
(Reduced) 1									
(Full) 2									
(Free) 1									
1/5/2006									
BREAKFAST	108	108	0	39	39	2	367	367	3
Nobody Participants									
(Reduced) 2									
(Full) 3									
LUNCH	108	108	0	39	39	0	367	367	0
1/6/2006									
BREAKFAST	108	108	3	39	39	2	367	367	5
LUNCH	108	108	0	39	39	0	367	367	0

This section explains the calculations behind the fields on the Monthly Edit Check Report.

Eligible – The number that is eligible for Free, Reduced and Full pay status for each day and serving period.

Estimate – The estimated number of students for Free, Reduced, and Full pay status for each day and serving period. The value is calculated by taking the number eligible and factoring in the attendance factor for the day. If 100 students were eligible and the attendance was 93% then the estimated number would be 93.

Actual – The actual number of Free, Reduced, and Full pay status meals that were served for each day and serving period.

Nobody Participants – The number of meals that were served to non-participants for each pay status.

Reimbursable Meal Sales Detail

STI Lunch Elementary

12/22/2005

BREAKFAST Reimbursable Meal Sales Detail
12/21/2005

	Meal Count						Sales Amount			
Product Name	Cash	Charge	Total Prepay	Reimb. Count	Extra Count	Meals	Cash	Charge	Prepay	Total
Product: MEAL										
FREE	1			1	1	0	0.00			0.00
REDUCED	1			1	1	0	0.30			0.30
PAID	3		2	5	5	0	3.75		2.50	6.25
ADULT	1			1			1.72			1.72
EMPLOYEE	1			1			0.00			0.00
STUDENT WORKER	1			1			0.00			0.00
VISITOR	1			1			1.25			1.25
EXTRA MEAL	1			1			1.25			1.25
	10		2	12	7	5	8.27		2.50	10.77
MEAL Totals										
BREAKFAST Totals	**10**		**2**	**12**	**7**	**5**	**8.27**		**2.50**	**10.77**

LUNCH Reimbursable Meal Sales Detail
12/21/2005

	Meal Count						Sales Amount			
Product Name	Cash	Charge	Total Prepay	Reimb. Count	Extra Count	Meals	Cash	Charge	Prepay	Total
Product: MEAL										
FREE	4			4	4	0	0.00			0.00
PAID	1			1	1	0	1.75			1.75
EMPLOYEE	1			1			0.00			0.00
	6			6	5	1	1.75			1.75
MEAL Totals										
LUNCH Totals	**6**			**6**	**5**	**1**	**1.75**			**1.75**

1

This section explains the calculations behind the fields on the Reimbursable Meal Sales Detail Report.

Product Name – The name of the product that was sold.

Meal Count

Cash – The number of meals that were paid for with cash.

Charge – The number of meals that were paid for by charging.

Prepay – The number of meals that were paid for from a prepay account.

Total Count – The total number of meals that were sold for each pay status. This value is calculated by adding the Cash, Charge and Prepay columns.

Reimb. Count – The number of meals that were sold that are reimbursable.

Extra Meals – The number of extra meals that were sold.

Sales Amount

Cash – The total amount of cash that was paid for meals during the serving period.

Charge – The total amount that was charged for meals during the serving period.

Prepay – The total amount that was paid from a prepay account.

Total – The total amount that was paid for each pay status. This value is calculated by adding the Cash, Charge and Prepay columns.

Product Totals – The totals for the product. This is calculated by summing up all the rows for each column.

Serving Period Totals – The totals for the serving period. This is calculated by summing up all the rows for each column.

Student Listing

1/6/2006

Student Account Information
POS Site 053

Last Name	First Name	School	POS ID	District ID	OtherID	Phone	Grade	Homeroom	Status	Balance	Ala Carte	No. of Charges
Asbury	McKenna	POS Site 053	120439	636120439		6066611889	05	53	3	-1.75	TRUE	1
Beaugureau	Chase	POS Site 053	079420	229079420		6063695817	05	52	3	10.00	TRUE	0
Belardes	Cheyenne	POS Site 053	478826	189478826		6064819227	05	52	3	3.75	TRUE	0
Bollmann	Savana	POS Site 053	478871	192478871		6064963926	05	51	3	0.00	TRUE	0
Brady	Emma	POS Site 053	125179	796125179		6063889976	05	53	3	0.00	TRUE	0
Brockman	Dean	POS Site 053	678754	184678754		6064899162	05	53	1	9.00	TRUE	0
rooks-Gonzal	Kimberly	POS Site 053	074125	876074125		6064930675	05	51	3	21.50	TRUE	0
Brown	Michael	POS Site 053	697129	409697129		6064898331	05	53	3	2.50	TRUE	0
Camacho	Santos	POS Site 053	176503	012176503		6064887872	05	51	1	-1.25	TRUE	1
Campuzano	Brenda	POS Site 053	074305	888074305		6064963221	05	53	3	0.00	TRUE	0
Carbajal	Jonathan	POS Site 053	674134	876674134		6064880733	05	51	1	0.00	TRUE	0
Cardoso	Itzel	POS Site 053	499496	567499496		6068137335	05	53	1	0.00	TRUE	0
Carlier	Neeley	POS Site 053	878727	182878727		6062403749	05	52	1	-0.50	TRUE	0
Carvajal	Oscar	POS Site 053	072685	780072685		6063636146	05	70	1	0.00	TRUE	0
Ceballos	Alixs	POS Site 053	081100	341081100		6064810604	05	51	3	-1.75	TRUE	1

Total Student 98 **Total Balance =** 41.50

This section explains the calculations behind the fields on the Student Listing Report.

Last Name – The student's last name.

First Name – The student's first name.

School Name – The name of the school the student attends.

POS ID – The POS ID is a unique value that is used to identify participants at a pos terminal.

District ID – The District ID is a unique value that is used to identify participants in the school district. This value is generally the participant's social security number.

Other ID – Some district may have a need for an extra student id.

Phone – The student's phone number.

Grade – The grade the student is currently in.

Homeroom – The homeroom number of student.

Status – The student's pay status for meals.

Balance – The amount of money that student has in his or her account.

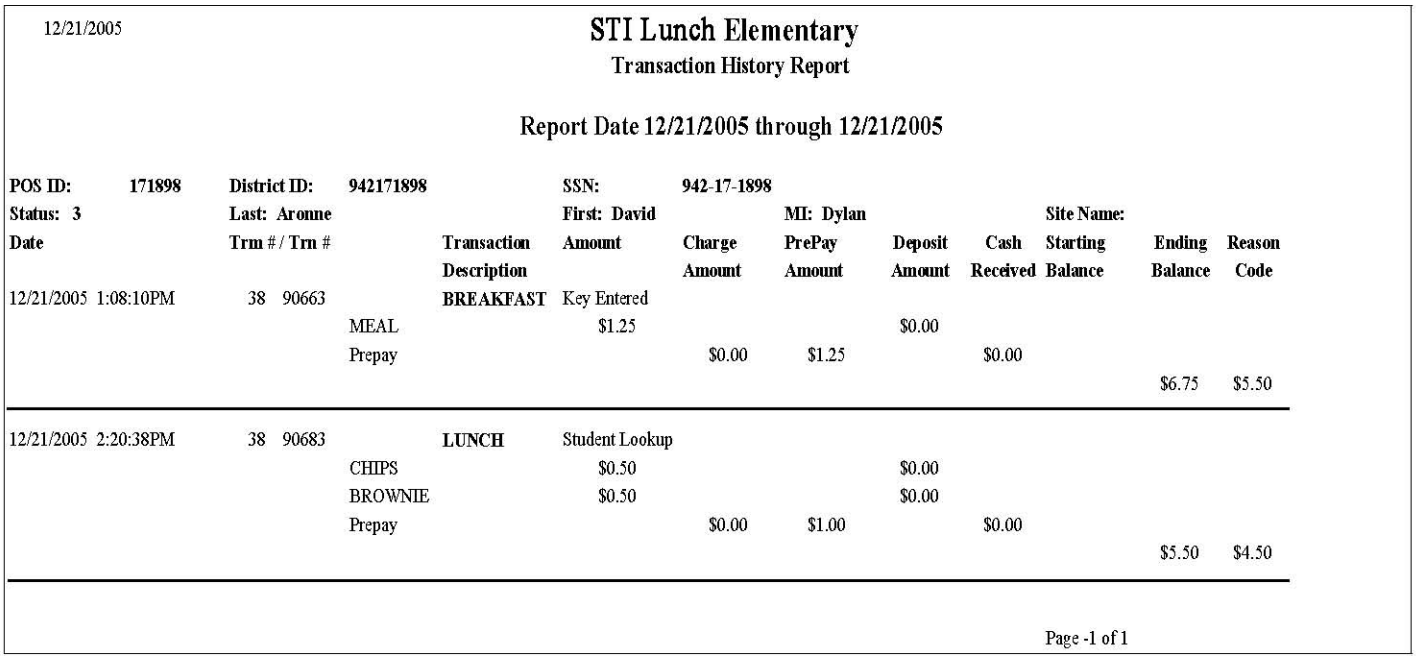
A La Carte – Lists whether a student can purchase items a la carte.

No. of Charges – The number of times a student has charged items.

Total Balance – The sum of all student balances listed on the report.

Total Student – The total number of students listed on the report.

Transaction History



12/21/2005

STI Lunch Elementary

Transaction History Report

Report Date 12/21/2005 through 12/21/2005

POS ID:	**171898**	**District ID:**	**942171898**		**SSN:**	**942-17-1898**					
Status:	**3**	**Last:**	**Aronne**		**First:**	**David**	**MI:**	**Dylan**		**Site Name:**	
Date		**Trn # / Trn #**		**Transaction Description**	**Amount**	**Charge Amount**	**PrePay Amount**	**Deposit Amount**	**Cash Received**	**Starting Balance**	**Ending Balance**	**Reason Code**
12/21/2005 1:08:10PM		38 90663		**BREAKFAST**	Key Entered							
			MEAL		$1.25			$0.00				
			Prepay			$0.00	$1.25		$0.00			
											$6.75	$5.50
12/21/2005 2:20:38PM		38 90683		**LUNCH**	Student Lookup							
			CHIPS		$0.50			$0.00				
			BROWNIE		$0.50			$0.00				
			Prepay			$0.00	$1.00		$0.00			
											$5.50	$4.50

Page -1 of 1

This section explains the calculations behind the fields on the Transaction History Report.

POS ID – The POS ID is a unique value that is used to identify participants at a pos terminal.

Status – The status describes what a participant pays for meals. 1-Free, 2-Reduced and 3-Full price these values depend on the system.

District ID – The District ID is a unique value that is used to identify participants in the school district. This value is generally the participant's social security number.

SSN – The participant's social security number.

Last – The participant's last name.

First – The participant's first name.

MI – The participant's middle initial.

Site Name – The site where the transaction took place.

Date – The date and time the transaction occurred.

Trm#/Trn# - Trm# is the terminal number where the transaction occurred. Trn# is the transaction number.

Transaction Description – There are several fields beneath transaction description. Looking at the sample report you will see Breakfast listed. This was the serving period when the transaction occurred. Also listed is Key Entered. This is how the participant's information was entered into the terminal; you could also see Barcode, Pin Pad or Student Lookup listed. Another item you see is MEAL. This is what the participant bought during the transaction. Finally there is PREPAY. This is the method used to pay for the item purchased during the transaction. You could also see CASH, CHARGE or DEPOSIT in this location.

Amount – The amount of each item that was purchased during the transaction cost.

Charge Amount – The amount that was charged during the transaction.

Prepay Amount – The amount that was paid from a prepay account.

Deposit Amount – The amount of cash that was deposited into an account.

Cash Received – Total amount of cash received during transaction.

Starting Balance – The participant's balance before the transaction.

Ending Balance – The participant's balance after the transaction.

Reason Code – The reason for the transaction. Such as a POS Recall or Recall Adjustment. Normal transactions don't appear.

Index

A

About Employee Tracking 91
About this Chapter 2
About this Section 148
Access Cafeteria Sites 55
Access Communications 122
Access End of Year Procedure 85
Access Reports 96
Access Terminal Status 112
Access Utilities 146
Accessing Menu Options 5
Add a Terminal Record 139
Add a Terminal Type Record 145
Add Cafeteria Sites 56
Add Category Record 49
Add Check 114
Add Contact Record 64
Add Employee Record 93
Add Form Letter 83
Add Import Specification 134
Add Menu Exception 80
Add Menu Record 77
Add Participant Record 61
Add Participant Status Record 46
Add Product Record 70
Add Serving Periods 52
Adding an Input - Output Mapping 142
Appendix A
  POS BackOffice Reports 148
Auto Update 43

B

Back Office Menu Headings 5
BackOffice Basics 2
Backup Settings 34

C

Cafeteria Sites 54
Cash Declaration 98, 149
Cashier Reconciliation 112
Cashier Reconciliation (BD) 121
Change Password 75
Changes in BackOffice Caused by Multi-Site Feature 55
Check Declaration 99, 150
Colors and Fonts 26
Communication on Single System 122
Communications 10, 122
Computer Properties 2
Copy Import Specification 135
Create/Refresh Training Database 89

D

Daily Count and Cash Reconciliation 97, 151
Daily Record Extended Report 105, 153
Database 2
Delete a PinPad Mapping 143
Delete a Terminal Record 139
Delete a Terminal Type Record 145
Delete Cafeteria Sites 58
Delete Category Record 51
Delete Check 116
Delete Contact Record 66
Delete Employee Record 95
Delete Menu Exception 81
Delete Menu Record 79
Delete Participant Record 63
Delete Participant Status Record 48
Delete Product Record 72
Delete Serving Periods 53
Deleting an Input - Output Mapping 143
Department and A La Carte Sales 100, 155
Designate Primary Cafeteria Site 54
Display Properties 2

E

Edit a PinPad Mapping Record 141
Edit a Terminal Record 139
Edit a Terminal Type Record 145
Edit Check 115
Edit Employee Record 94
Edit Form Letter 82
Edit Participant Record 62
Edit Product Record 71
Edit Settings for Cashier Reconciliation 113
Editing an Input - Output Mapping 143
Employee Tracking 9, 91
End of Day 118
End of Day (BackDated) 119
End of Day Batch Printing 36
End of Year Procedures 84
Export Results 129

F

File Specification Templates 122
Form Letters 82, 109
Functional Settings 19

G

Global Settings 33
Global Settings List 15
Global Settings Review 19
Grade 75
Grade Level Maintenance 86

I

Import 126
Import Photos 123
Import/Export Communications 122
Internet Explorer Toolbar 4
Introduction 1

L

List of Available Fields 135
Log On Error Message 4
Log On POS BackOffice 3

M

Maintenance 9, 59
Maintenance Options 59
Menu Definitions 76
Modify Cafeteria Site Designations 55
Monthly Edit Check 106, 156
Monthly Reports 8, 104
Multi-Meal and Default Setting 74

O

Operating System 2
Other Software 2
Overview 14, 122, 138

P

Participant Export 128
Participant Export Settings 136
Participant Import 124
Participant Import Settings 131
Participant Maintenance 59
Participant Reports 8, 107
Participant Status 45
PinPad Setup 140
POS BackOffice Reports 96
Product Categories 49
Product Maintenance 68
Product Meal Pricing 73

R

Reconcile All Checks 117
Reimbursable Meal Sales Detail 103, 157
Reports 96
Review End of Year Process 89

S

Sample Delimited File 136
Sample Fixed Width File 136
Search for Employee Record 92
Search for Participant Record 60
Search for Product Record 69
Select Existing Import Specification 132
Serving Periods 52
Set Meal Prices for Status 75
Set to Multiple Backups 35
Set to Single Backups 36
Settings 11, 14
SiteCode 136
Standard Import Formats 135
Starting POS BackOffice 3
STI Lunch - POS BackOffice User Manual 1
Student Listing 107, 159
System Requirements 2

T

Terminal Maintenance 11, 37, 138
Terminal Setup 138
Terminal Status 6, 112
Terminal Types Setup 144
Test Import 125
Transaction History 101, 160
Transaction Reports 7, 96

U

Update Cafeteria Sites 57
Update Category Record 50
Update Contact Record 65
Update Menu Exception 81
Update Menu Record 78
Update Participant Status Record 46
Update Participant's Account Record 67
Update Serving Periods 53
Utilities 12, 146

V

View Export History 130
View Import History 127

W

Web Browser 2

Spring 2008

STILunch - Site Manager

User Manual

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

The contents of this document are the property of STI. This information is intended for users of the STI suite of products only. Reproduction or redistribution of these materials to anyone other than STI customers or users of STI Software is prohibited without prior written consent from STI.

The STILunch Version 7.0 software is a suite of software applications, which includes the STI Lunch BackOffice, STI Lunch SiteManager, and STI Lunch POS Touch Screen applications.

STI, STILunch, STILunch CentralOffice, STILunch BackOffice, and STILunch POS Touch Screen are trademarks of STI.

© 2001-2008 Software Technology, Inc. All rights reserved.

Microsoft, Windows, Word and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Other product and company names herein may be the trademarks or registered trademarks of their respective owners.™

Software Technology, Inc.
USA Technology and Research Park
307 University Boulevard North
Bldg. IV, Suite 400
Mobile, AL 36688
(800) 844-0884

This document was last modified on April 9, 2008. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

Contents

Introduction and Main Menu 1

Overview 1
Access Site Manager 1
Main Menu 2

POS Data Management 3

Overview 3
Access POS Data Management Menu 3
SFS7A Maint and SFS8B Maint 4
Cash Reconciliation Report 5
Reimbursement Due Report 6
Potential Over-Claim Report 8
Daily Record Report 10
Claim Reports 11
Standard Claim Report 11
Alabama State Claim Report 13
Alabama Cash Report 15
California State Claim Report 17
Florida State Claim Report 19
Indiana State Report 20
Kentucky State Report 22
Kansas State Report 23
Louisiana State Claim Report 25
Louisiana SFS-7 Report 26
Louisiana SFS-7A Report 27
Louisiana SFS-8A Report 28
Louisiana SFS-8B Report 31
Louisiana SFS-8C Report 32
Massachusetts State Claim Report 33
Massachusetts State Claim Milk Report 35
Massachusetts State Claim Detail Report 37
Michigan State Report 38
Mississippi State Claim Report 39
Mississippi Online Claim Report 42
Missouri State Claim Report 43
Ohio CN6 Count Report 46
Ohio CN6 Cash Report 47
Ohio CN7 Cash Report 48
Ohio CN7 Count Report 49
Oklahoma State Claim Report 51
Oklahoma Edit Check Report 53
Oklahoma Low Income Report 54
Oregon State Claim Report 55
Pennsylvania State Claim Report 57

South Dakota State Child and Adult Claim 59
South Dakota State Lunch Claim 62
South Dakota State Breakfast Claim 64
Tennessee State Claim Report 66
Print Preview Features 68
Print Preview without Expanded Group Tree 69
Aggregate Options in Reports 70

Free and Reduced **72**

Overview 72
Access Free and Reduced Menu 72
Applications 72
Income Eligibility Guidelines 83
End of Year 84
Form Letters Maintenance 85
Status Translation 89
Reports 91

Inventory Management **100**

Overview 100
Access Inventory Management Menu 100
Inventory Maintenance 100
Physical Count 101
Reports 104
Product Report 104
Inventory Worksheet Report 106
Inventory By Site Report 107
Inventory Valuation Report 109
Inventory Summary Report 111

Communications **114**

Overview 114
Communication on Single System 114
Import/Export Communications 114
SiteCode 115
Sample Files 115
Sample Fixed Width File 115
Sample Delimited File 115
Access Communications 115
Export Execute 116
Export Settings 118
Select Existing Export Specification 120
Import Execute 121

General Maintenance **143**

Settings **200**

Overview 200

Utilities **227**

Overview 227

Access Utilities Menu 227

Appendix A: Standard Operations **228**

Enter Date 228

Appendix B: Site Manager Reports **231**

Index **243**

Introduction and Main Menu

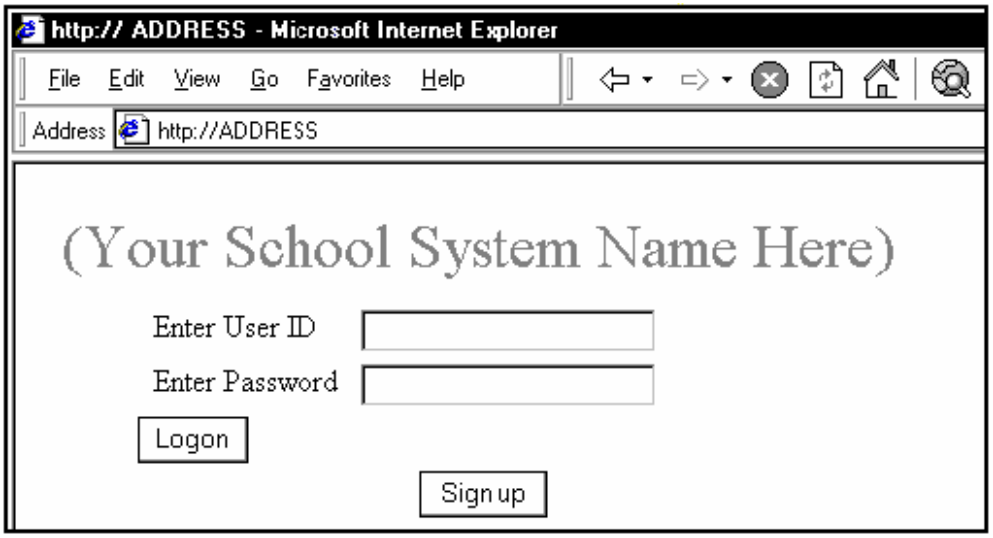
Overview

The STI Lunch SiteManager application allows the central location to compile reports on the many different lunchrooms in a single school system. Information can be reported for individual schools, selected groups of schools and all schools.

Access Site Manager

Complete the following steps to access the SiteManager main menu.

1 Launch the SiteManager application. The Sign On screen appears.



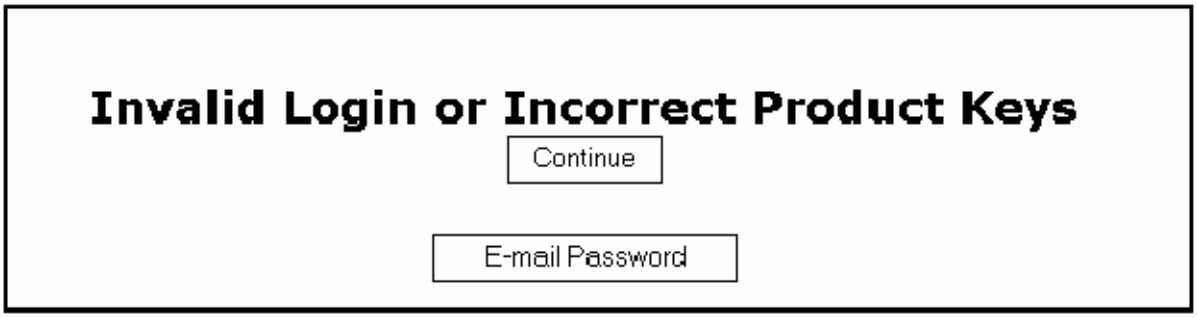
Note: Parents of students can access this page and click on the **Sign Up** button. This allows them to prepay for lunches for their children if SiteManager is configured for Internet payments.

2 Type a valid **User ID**. Advance to the **Enter Password** field. Type a valid password.

3 Click on the **Logon** button.

4 The SiteManager Main Menu appears. Refer to the next heading.

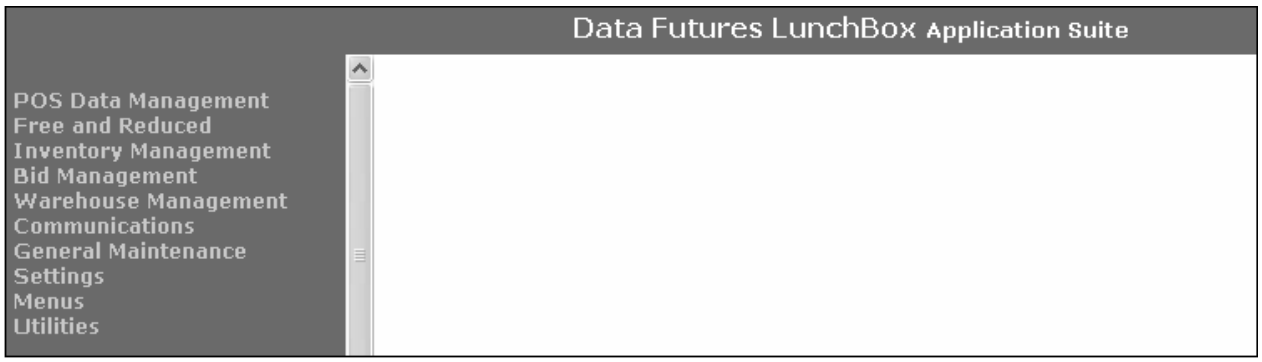
Note: If the information for User ID or Password is incorrect, the following error message appears.



Click on the **Continue** button. The Sign On screen appears again. Use a valid User ID and User Password to sign on the system.

Main Menu

When the user signs on, the main menu displays. The system displays the list of menu options that are available on the main menu.



The options on this menu include:

- **POS Data Management**. Refer to **Chapter 2 POS Data Management** for information on the options under that heading.
- **Free and Reduced.** Refer to **Chapter 3 Free and Reduced** for information on the options under that heading.
- **Inventory Management.** Refer to **Chapter 4 Inventory Management** for information on the options under that heading
- **Communications**. Refer to **Chapter 5 Communications** for information on the options under that heading.
- **General Maintenance**. Refer to **Chapter 6 General Maintenance** for information on the options under that heading.
- **Settings**. Refer to **Chapter 7 Settings** for information on the options under that heading.
- **Utilities.** Refer to **Chapter 8 Utilities** for information on the options under that heading.

POS Data Management

Overview

The POS Data Management option in SiteManager is a tool for reviewing data that has been imported into SiteManager at the central location from the various school sites in the school district.

Generally, data edits and entry should occur in the POS Data Detail Level option rather than the POS Data High Level option.

STI Lunch contains five (5) groups that a Participant Status can be assigned to: Free, Reduced, Full, Non-Reimbursable Paid and Non-Reimbursable Free.

All "Participant Status" designations belong to one of these five groups. Refer to the heading **Participant Status** in **Chapter 6 Settings** for more information.

Access POS Data Management Menu

Complete the following steps to access the options under the POS Data Management heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to **Chapter 1 Introduction and Main Menu** for more information.

2 From the SiteManager Main Menu click on the **POS Data Management** heading.

3 The list of options appears under the heading.

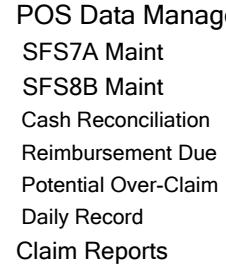
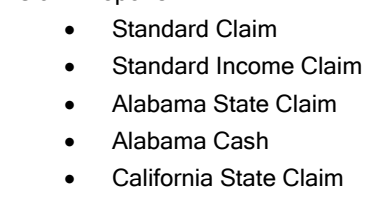


Figure 1: POS Data Management Menu

4 Scroll down to view the remaining options under this menu. .

5 The screen lists the Claim Reports that are available under POS Data Management.



- Florida State Claim
- Indiana State Claim
- Floriday State Claim
- Kentucky State Claim
- Louisiana State Claim
- Louisiana SFS-7
- Louisiana SFS-7A
- Louisiana SFS-8A
- Louisiana SFS-8B
- Louisiana SFS-8C
- MA State Claim
- MA State Claim Milk
- MA State Claim Detail
- Michigan State
- Mississippi State Claim
- Missouri State Claim
- OH CN6 Count
- OH CN6 Cash
- OH CN7 Cash
- OH CN7 Count
- OK State Claim
- OK Edit Check
- Ok Low Income
- OR State Claim
- PA State Claim
- SD State Child & Adult Claim
- SD State Lunch Claim
- SD State Breakfast Claim
- Tennessee State Claim

Free and Reduced
Inventory Management
Communications
General Maintenance
Settings
Utilities

6 The options listed under the heading **POS Data Management** are available in SiteManager. Each option is documented in this chapter.

SFS7A Maint and SFS8B Maint

The SFS7A and SFS8B Maintenance options allow the user to add and edit information for the Louisiana SFS 7A and SFS 8B reports.

Cash Reconciliation Report

The Cash Reconciliation report option generates the daily count and cash reconciliation for a single site or site group.

Note: This report is very similar to the Daily Count and Cash Reconciliation Report in Back Office.

Follow these steps when generating the Cash Reconciliation Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Sales Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Cash Reconciliation** option. The set up window appears.

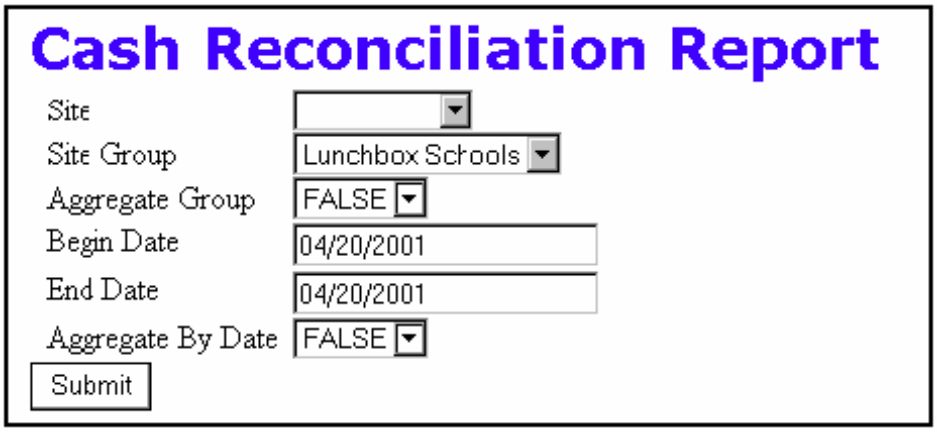


Figure 63: Cash Reconciliation Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

  or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the default setting or click on the drop down box for the **Aggregate Group** and select either **True** or **False**. Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

5 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in either the **Begin Date** or the **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

6 Accept the default setting or click on the drop down box for the **Aggregate By Date** field and select **True** or **False**. Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

7 Click on the **Submit** button. The Cash Reconciliation Report preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

8 To print the report, click on the **Print** icon.

9 The report resembles the figure below.

Green County
Cash Reconciliation Report
12/01/2000

Single Site (Little River)

Breakfast

Students Reduced	0.00	Total Number Free	61
Students Regular	1.00	Total Number Reduced	2
Cash For Non-Reim Meals	0.00	Total Number Regular Paid	17
Student Charges Collected	0.00	Total Participation	80
Adult Charges Collected	0.00		
Adult A La Carte Income	0.00	Total Non-Reimbursable	0
Student A La Carte Income	0.50	Total A La Carte	12
Other Income	0.35		
Misc. Sale Income	0.00		
Student Prepayments	41.50	Taxable Total	0.00
Non-Student Prepayments	0.00	Total Tax Collected	0.00
System Subtotal	43.35		
Declared Income	43.35	Actual Deposit	43.35
Difference (Over/Short)	0.00	Actual Difference	0.00

Lunch

Students Reduced	3.20	Total Number Free	153
Students Regular	72.80	Total Number Reduced	38
Cash For Non-Reim Meals	21.45	Total Number Regular Paid	427
Student Charges Collected	0.00	Total Participation	618
Adult Charges Collected	0.00		
Adult A La Carte Income	1.85	Total Non-Reimbursable	22
Student A La Carte Income	34.55	Total A La Carte	363
Other Income	18.60		
Misc. Sale Income	0.00		
Student Prepayments	272.75	Taxable Total	0.00
Non-Student Prepayments	5.00	Total Tax Collected	0.00
System Subtotal	430.20		
Declared Income	431.05	Actual Deposit	431.05
Difference (Over/Short)	0.85	Actual Difference	0.85

Systems Total	**473.55**	**Actual Deposit**	**474.40**
Total Declared Income	**474.40**		
Total Difference	**0.85**	**Actual Difference**	**0.85**

Figure 64: Cash Reconciliation Report

Reimbursement Due Report

The Reimbursement Due Report option calculates the amount of reimbursement for a single site or site group for a date or date range.

Follow these steps when generating the Reimbursement Due Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Sales Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Reimbursement Due Report** option. The set up window appears.

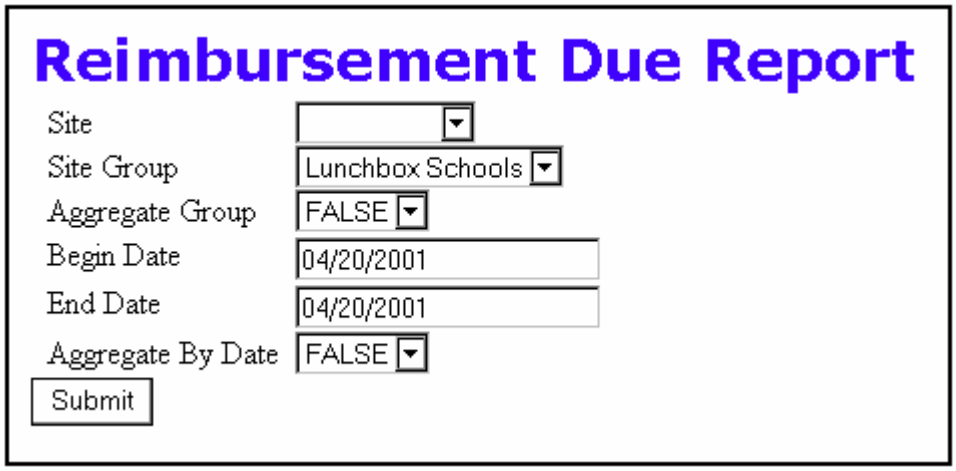


Figure 65: Reimbursement Due Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the default setting or click on the drop down box for the **Aggregate Group** and select either **True** or **False**. Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

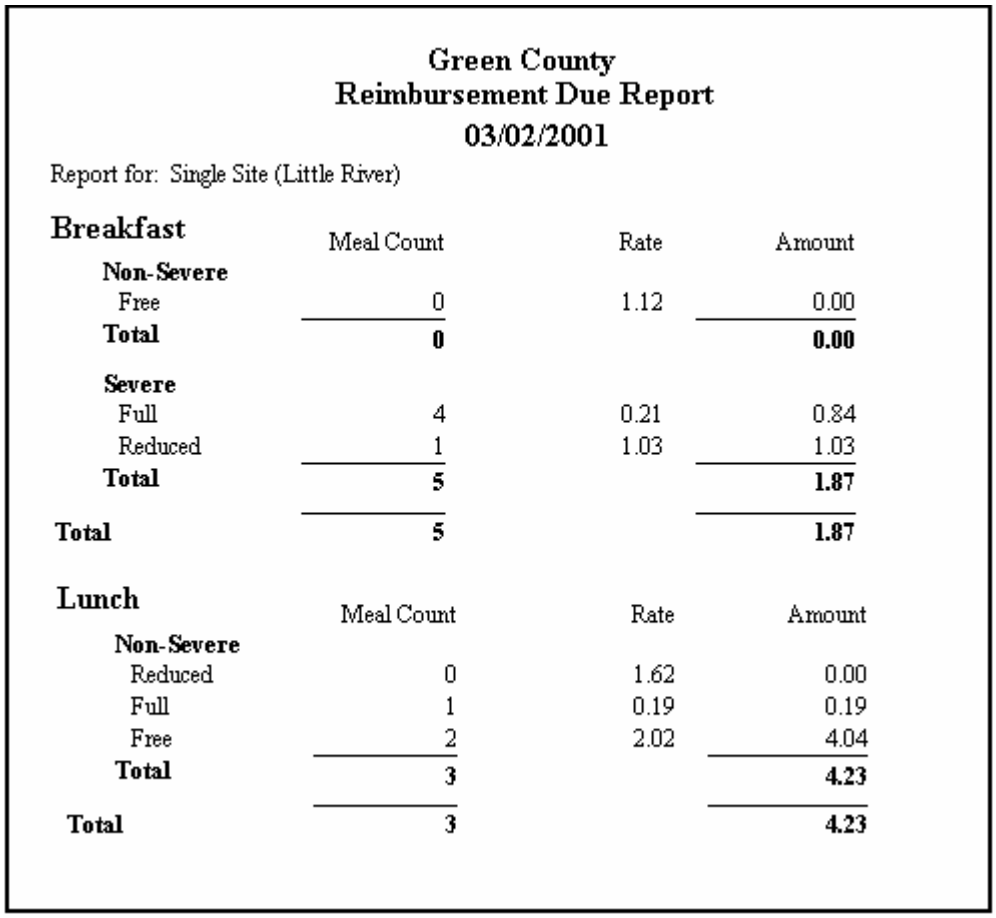
5 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in either the **Begin Date** or the **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

6 Accept the default setting or click on the drop down box for the **Aggregate By Date** field and select **True** or **False**. Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

7 Click on the **Submit** button. The Reimbursement Due Report preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

8 To print the report, click on the **Print** icon.

9 The report resembles the figure below.



Green County
Reimbursement Due Report
03/02/2001

Report for: Single Site (Little River)

Breakfast

	Meal Count	Rate	Amount
Non-Severe			
Free	0	1.12	0.00
Total	**0**		**0.00**
Severe			
Full	4	0.21	0.84
Reduced	1	1.03	1.03
Total	**5**		**1.87**
Total	**5**		**1.87**

Lunch

	Meal Count	Rate	Amount
Non-Severe			
Reduced	0	1.62	0.00
Full	1	0.19	0.19
Free	2	2.02	4.04
Total	**3**		**4.23**
Total	**3**		**4.23**

Figure 66: Reimbursement Due Report

Potential Over-Claim Report

The Potential Over-Claim report option generates a summary of all the potential over-claims for a single site or a site group.

Follow these steps when generating the Potential Over-Claims Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Sales Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Potential Over-claim** option. The set up window appears.

Figure 83: Potential Over-Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** or **End Date** field (current day) or click in the **Begin Date** or **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

5 Accept the setting in the **Report Type** field or click on the drop down box and select the desired setting.

• **All Records**. This is the default setting.

• **Overclaim Records Only**. This option filters out those records that are over-claim only.

6 Click on the **Submit** button. The Potential Over-Claim Report preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

Datafutures School District
Potential Overclaim Report (All Records)
08/01/2004 through 08/31/2004

	Free				Reduced				Full			
	Eligible	Attendance Factor	Estimate	Total	Eligible	Attendance Factor	Estimate	Total	Eligible	Attendance Factor	Estimate	Total
Single Site (POS Site 053)												
08/25/2004												
Breakfast	112	100.00	112.00	1	45	100.00	45.00	0	397	100.00	397.00	3
Lunch	112	100.00	112.00	45	45	100.00	45.00	15	397	100.00	397.00	70
08/26/2004												
Breakfast	113	100.00	113.00	1	46	100.00	46.00	2	401	100.00	401.00	3
Lunch	113	100.00	113.00	55	46	100.00	46.00	21	401	100.00	401.00	79
08/27/2004												
Breakfast	113	100.00	113.00	5	47	100.00	47.00	0	406	100.00	406.00	8
Lunch	113	100.00	113.00	53	47	100.00	47.00	25	406	100.00	406.00	102
08/30/2004												
Breakfast	112	100.00	112.00	3	47	100.00	47.00	0	405	100.00	405.00	8
Lunch	112	100.00	112.00	59	47	100.00	47.00	24	405	100.00	405.00	86
08/31/2004												
Breakfast	113	100.00	113.00	6	47	100.00	47.00	2	404	100.00	404.00	6
Lunch	113	100.00	113.00	62	47	100.00	47.00	26	404	100.00	404.00	89
Totals				**290**				**115**				**454**

Figure 84: Potential Overclaim Report

Daily Record Report

The Daily Record report option generates a summary of all the cash reconciliation report information for a single site or a site group.

Note: This report is similar to the Daily Record Report in BackOffice.

Follow these steps when generating the Daily Record Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Sales Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Daily Record** option. The set up window appears.

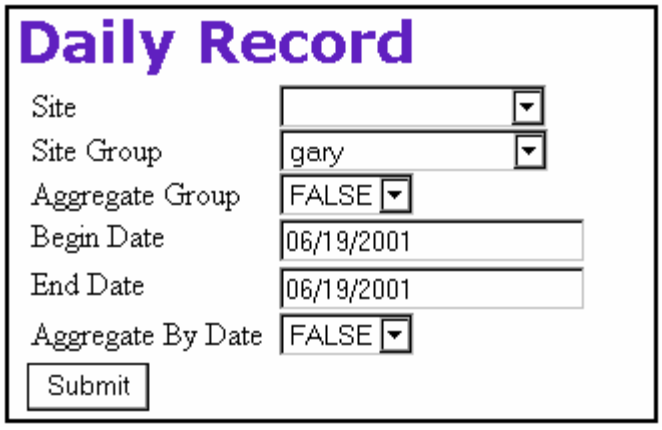


Figure 85: Daily Record

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the default setting or click on the drop down box for the **Aggregate Group** field and select either **True** or **False.** Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

5 Accept the setting in the **Begin Date** or **End Date** field (current day) or click in the **Begin Date** or **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

6 Accept the default setting or click on the drop down box for the **Aggregate By Date** field and select either **True** or **False**. Refer to the heading **Aggregate Options in Reports** later in this chapter to review how this setting affects the report.

7 Click on the **Submit** button. The Daily Record Report preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

8 To print the report, click on the **Print** icon.

9 The report resembles the figure below.

2/2/2006

Datafutures School District

Daily Record Report

01/01/2005 through 01/31/2005

Single Site (POS Site 053)

Date	Students Reduced	Students Full	Students Non-Reimb	Charges Collected Student	Charges Collected Adult	All Other Income	A la Carte Student	A la Carte Adult	Prepay Income Student	Prepay Income Non-Student	System Sub-total	Declared Income	Over/ Short
01/12/2005													
Breakfast	0.30	5.00	0.00	0.00	0.00	0.00	1.25	0.00	30.00	0.00	36.55	33.55	-3.00
Lunch	2.80	60.20	0.00	18.57	0.00	0.00	35.65	0.00	235.03	0.00	352.25	336.95	-15.30
Total	**3.10**	**65.20**	**0.00**	**18.57**	**0.00**	**0.00**	**36.90**	**0.00**	**265.03**	**0.00**	**388.80**	**370.50**	**-18.30**
01/13/2005													
Breakfast	0.60	3.76	0.00	1.70	0.00	0.00	1.00	0.00	40.80	0.00	47.86	47.85	-0.01
Lunch	4.20	76.45	0.00	6.55	0.00	0.00	29.00	0.00	224.15	0.00	340.35	319.85	-20.50
Total	**4.80**	**80.21**	**0.00**	**8.25**	**0.00**	**0.00**	**30.00**	**0.00**	**264.95**	**0.00**	**388.21**	**367.70**	**-20.51**
Group Totals	**31.10**	**687.22**	**2.15**	**85.23**	**0.00**	**1.00**	**245.85**	**0.00**	**2,018.32**	**0.00**	**3,070.87**	**2,991.70**	**-79.17**

Figure 86: Daily Record Report

Claim Reports

Standard Claim Report

The Standard Report option generates the report for a single site or a site group.

Follow these steps when generating the **Standard Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Standard Claim Report** option. The set up window appears.

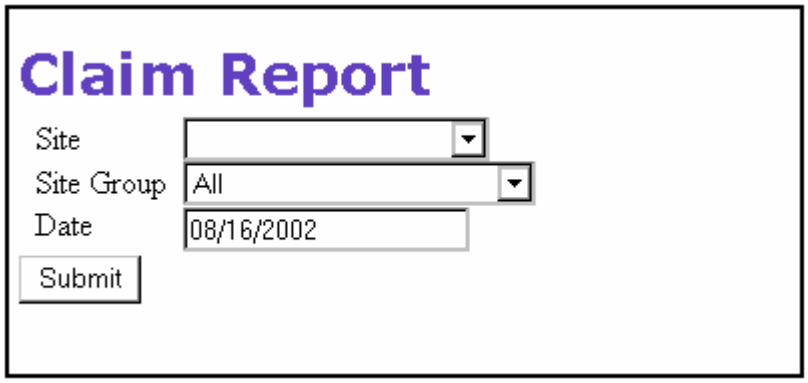


Figure 100: Standard Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Standard Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

2/3/2006

EDUCATION AGENCY

Daily Record — **National School Lunch and Breakfast Programs** — November 2004 (Month/Year)

Datafutures School District (Name of School District) — Estimated Percent Attendance 98.04% — ALL (Name of School)

DATE	School Lunch Program							Accuclaim Tests						School Breakfast Program						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Number Lunches Served Pupils					Lunches Served Adults								Number Breakfasts Served Pupils				Breakfasts Served Adults		
	Reimbursable Meals				Other Type Lunch		Lunch Milk Sold	Approve Free	% Part. of Free	Approve Reduced	% Part. Reduced			Reimbursable Meals					Bkfst Milk Sold	Meals per Labor Hour
	Regular Price	Reduced Price	Free	Total		Pd.	Free							Regular Price	Reduced Price	Free	Total	Pd.	Free	
1	11072	1403	4228	16703	3	219	0	0	2402	1.76	665	2.11		4,863	555	132	842	1529	5	0	0	0
2	11319	1427	4291	17037	5	236	0	0	2381	1.80	661	2.16		4,876	747	137	924	1808	6	0	0	0
3	11653	1462	4404	17519	5	238	0	0	2393	1.84	664	2.20		4,876	705	149	984	1838	9	0	0	0
4	11430	1437	4411	17278	25	244	0	0	2402	1.84	663	2.17		4,882	684	161	1225	2070	109	0	0	0
5	12237	1435	4368	18040	5	216	0	0	2401	1.82	667	2.15		4,882	707	151	1049	1907	6	0	0	0
6	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
8	11429	1457	4356	17242	0	213	0	0	2403	1.81	668	2.18		4,880	732	146	926	1804	8	0	0	0
9	11583	1425	4383	17391	14	226	0	0	2412	1.82	666	2.14		4,880	738	160	944	1842	13	0	0	0
10	11856	1416	4307	17579	7	223	0	0	2425	1.78	667	2.12		4,883	681	160	1024	1865	7	0	0	0
11	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
15	11144	1411	4352	16907	21	219	0	0	2423	1.80	667	2.12		4,882	608	143	906	1657	9	0	0	0
16	11807	1445	4366	17618	5	230	0	0	2428	1.80	666	2.17		4,883	688	137	995	1820	9	0	0	0
17	11140	1389	4303	16832	4	230	0	0	2330	1.85	623	2.23		4,381	716	156	967	1839	10	1	0	0
18	11017	1398	4309	16724	4	219	0	0	2436	1.77	668	2.09		4,887	684	160	982	1826	9	0	0	0
19	11296	1319	4026	16641	0	258	0	0	2435	1.65	669	1.97		4,893	695	145	990	1830	8	0	0	0
20	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
29	11487	1410	4334	17231	5	223	0	0	2430	1.78	670	2.10		4,895	618	114	837	1569	6	0	0	0
30	11326	1427	4306	17059	5	241	0	0	2436	1.77	669	2.13		4,895	731	155	928	1814	9	0	0	0
Total	171796	21261	64744	257801	108	3435	0	0	36137	0.90	9953	1.07			10289	2206	14523	27018	223	1	0	

Figure 101: Standard Claim Report

Alabama State Claim Report

The Alabama State Report option is a report specific to schools in the state of Alabama. The system generates the report for a single site or a site group.

Follow these steps when generating the **Alabama State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Alabama State Claim Report** option. The set up window appears.

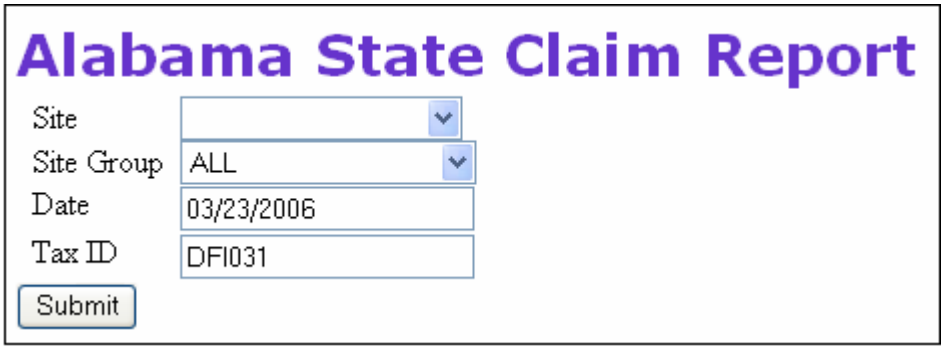


Figure 104: Alabama State Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

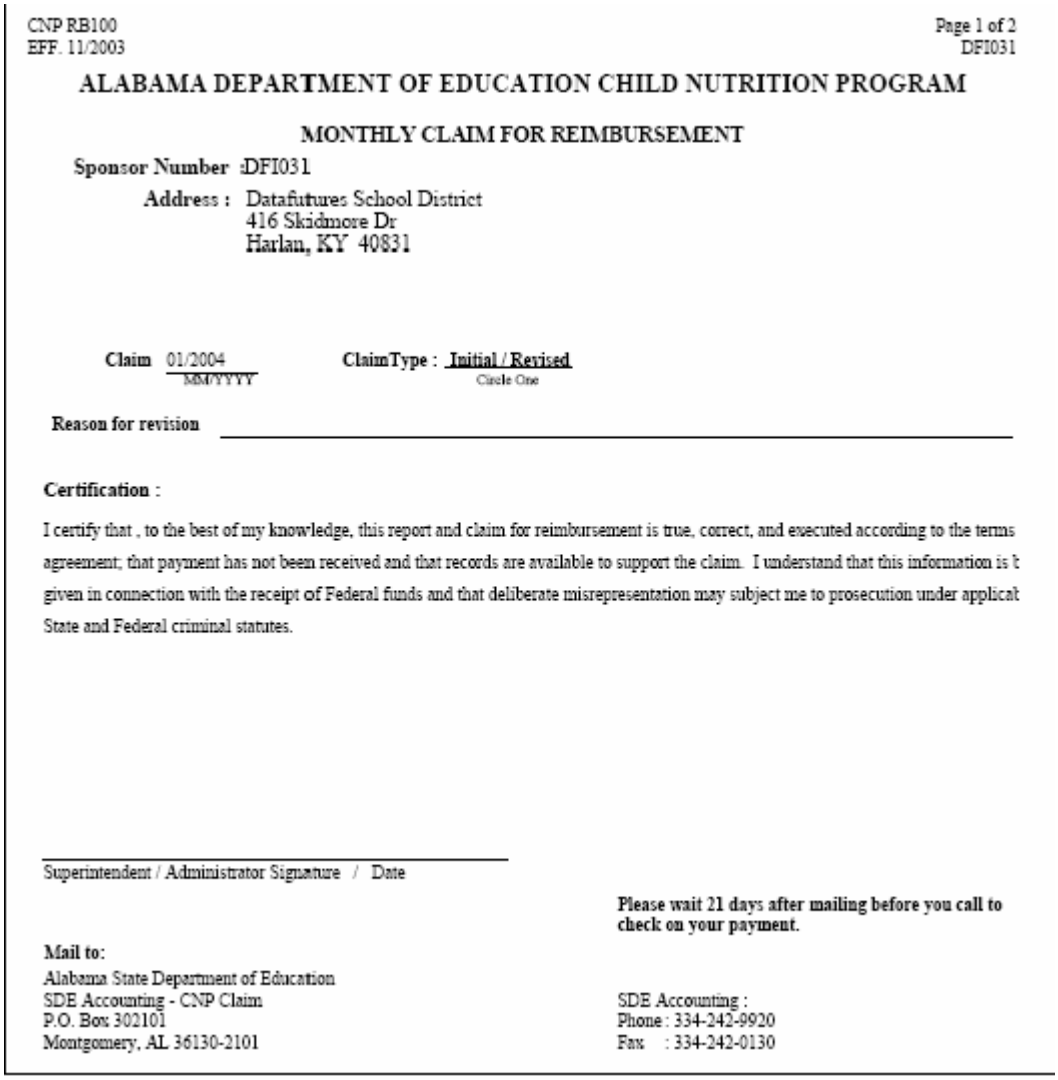
• **Date**. Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

• **Tax ID**. Accept the default setting or click in the field and type the desired tax ID number.

5 Click on the **Submit** button. The **Alabama State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



CNP RB100
EFF. 11/2003

Page 1 of 2
DFI031

ALABAMA DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAM

MONTHLY CLAIM FOR REIMBURSEMENT

Sponsor Number :DFI031

Address : Datafutures School District
416 Skidmore Dr
Harlan, KY 40831

Claim 01/2004 (MM/YYYY) **ClaimType :** Initial / Revised (Circle One)

Reason for revision _____

Certification :

I certify that , to the best of my knowledge, this report and claim for reimbursement is true, correct, and executed according to the terms agreement; that payment has not been received and that records are available to support the claim. I understand that this information is t given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicat State and Federal criminal statutes.

_____
Superintendent / Administrator Signature / Date

Please wait 21 days after mailing before you call to check on your payment.

Mail to:
Alabama State Department of Education
SDE Accounting - CNP Claim
P.O. Box 302101
Montgomery, AL 36130-2101

SDE Accounting :
Phone : 334-242-9920
Fax : 334-242-0130

Figure 105: Alabama State Claim Report

Alabama Cash Report

The Alabama Cash Report option is a report specific to schools in the state of Alabama. The system generates the report for a single site or a site group.

Follow these steps when generating the **Alabama Cash Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Alabama Cash** option. The set up window appears.

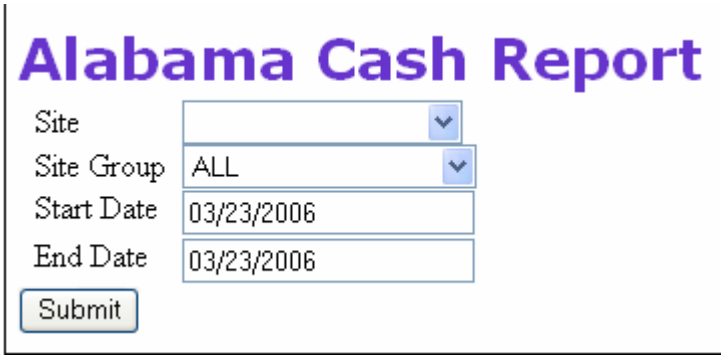


Figure 106: Alabama Cash Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

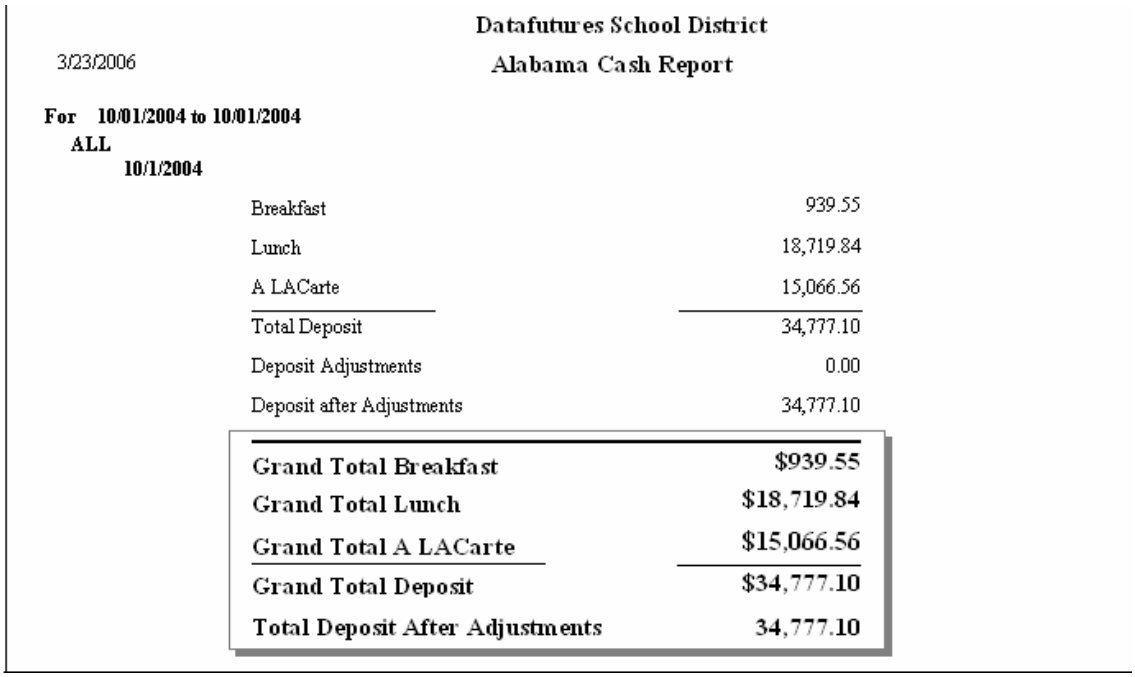
• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Start Date** and **End Date** field (current day) or click in the **Start Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (October 07, 2003 would be entered as 10/07/2003).

5 Click on the **Submit** button. The **Alabama Cash Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



Datafutures School District

3/23/2006 Alabama Cash Report

For 10/01/2004 to 10/01/2004
ALL
10/1/2004

Breakfast	939.55
Lunch	18,719.84
A LACarte	15,066.56
Total Deposit	34,777.10
Deposit Adjustments	0.00
Deposit after Adjustments	34,777.10

Grand Total Breakfast	**$939.55**
Grand Total Lunch	**$18,719.84**
Grand Total A LACarte	**$15,066.56**
Grand Total Deposit	**$34,777.10**
Total Deposit After Adjustments	**34,777.10**

Figure 107: Alabama Cash Report Example

California State Claim Report

The California State Report option is a report specific to schools in the state of California. The system generates the report for a single site or a site group.

Follow these steps when generating the **California State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **California State Claim Report** option. The set up window appears.

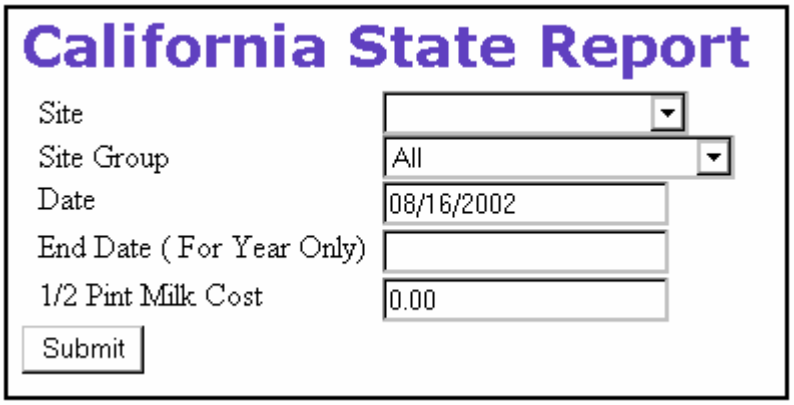


Figure 108: California State Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Date**. Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 16, 2002 would be entered as 08/16/2002).
- **End Date**. Leave this field blank or type the date fro the end of the school year. (August 16, 2002 would be entered as 08/16/2002).
- ½ **Pint Milk Cost**. Leave this field blank or type the cost of a half pint of milk. ($0.35 would be entered as 0.35).

5 Click on the **Submit** button. The **California Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

CLAIM FOR REIMBURSEMENT
SCHOOL NUTRITION PROGRAMS
CNFS 71-5 (07/01)

RETURN TO: CALIFORNIA DEPARTMENT OF EDUCATION
Fiscal & Administrative Services Division
Child Nutrition Fiscal Services
P.O. Box 587
Sacramento, CA 95812-0587

COUNTY	DISTRICT CODE	SCHOOL CODE	SUB CODE
Greenville	CLB031	901	

1. NAME OF PARTICIPANT: All
ADDRESS
CITY
ZIP CODE

2. MONTH/YEAR: August 2002
☐ 3.a. ORGINAL CLAIM
☐ 3.b. ADJUSTED CLAIM
STATE USE ONLY
4. ADJUSTMENT CODE
5. REASON CODE

6. NUMBER OF CHILDREN APPROVED TO RECEIVE FREE MEALS OR MILK	7.NUMBER OF CHILDREN APPROVED TO RECEIVE REDUCED PRICE MEALS	8. NUMBER OF 1/2 PINTS OF FLUID MILK PURCHASED THIS MONTH	9. TOTAL COST OF FLUID MILK PURCHASED THIS MONTH
5	2	9	0.00

PART 1 - MONTHLY REPORT - MEAL SUPPLEMENT ELIGIBILITY DATA

10. NUMBER OF CHILDREN APPROVED TO RECEIVE FREE MEAL SUPPLEMENTS	11. NUMBER OF CHILDREN APPROVED FOR REDUCED PRICE MEAL SUPPLEMENTS
0	0

	A. AUTHORIZED SITES PARTICIPATING	B. ENROLLMENT	C. NUMBER OF OPERATING DAYS	D. PAID MEALS OR SPECIAL MILK SERVED	E. FREE MEALS OR SPECIAL MILK SERVED	F. REDUCED PRICE MEALS SERVED	G. TOTAL MEALS OR SPECIAL MILK SERVED
12. National School Lunch (Program A)	2	2,068	4	9	1	2	12
13. Basic School Breakfast (Program B)	2	1,223	14	44	24	18	86
14. Especially Needy School Breakfast Program C)	0	0	0		0	0	0
15. Special Milk (Program D)	0	0	0	9	0		9
16. Meal Supplements TOTAL Snacks(Program E) INCLUDE AREA ELIGIBLE COUNTS	0	0	0	0	0	0	0
16A. Area Eligible Meal Supplements FOR INFORMATION ONLY							

CERTIFICATION - I certify that to the best of my knowledge this claim is true and correct in all aspects; that the records are available to support this claim; that it is in accordance with the terms of existing School Nutrition Program agreement(s), and that I have not received payment for this claim.

NAME OF PERSON PREPARING CLAIM
TELEPHONE NUMBER
DATE OF PREPARATI
ORIGINAL SIGNATURE OF AUTHORIZED OFFIC
TITLE OF AUTHORIZED OFFICAL
DATE

Figure 109: California State Claim Report

Florida State Claim Report

The Florida State Report option is a report specific to schools in the state of Florida. The system generates the report for a single site or a site group.

Follow these steps when generating the **Florida State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Florida State Claim Report** option. The set up window appears.

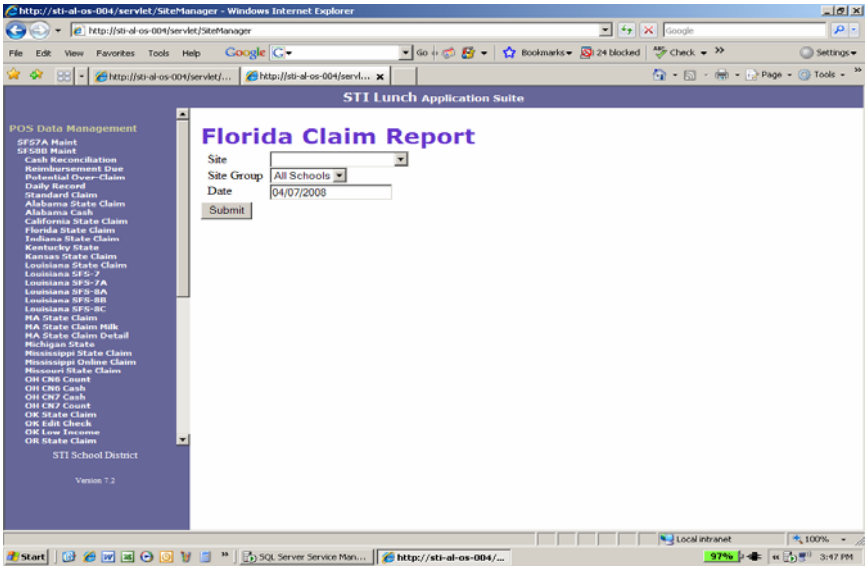


Figure 108: Florida State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Date**. Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 16, 2002 would be entered as 08/16/2002).

5 Click on the **Submit** button. The **Florida Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

Indiana State Report

The Indiana State Report option generates a statewide report for sites in the state of Kentucky. Follow these steps when generating the Indiana State Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Indiana State Report** option. The set up window appears.

Figure 110: Indiana State Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

• **Date.** Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (October 1, 2003 would be entered as 10/01/2003).

• **Area Eligible for After School Snacks**. Accept the setting in the field for **Area Eligible for After School Snacks** or click on the drop down box and select the desired setting.

• **Avg Cost Per Pint**. Enter an average cost per pint.

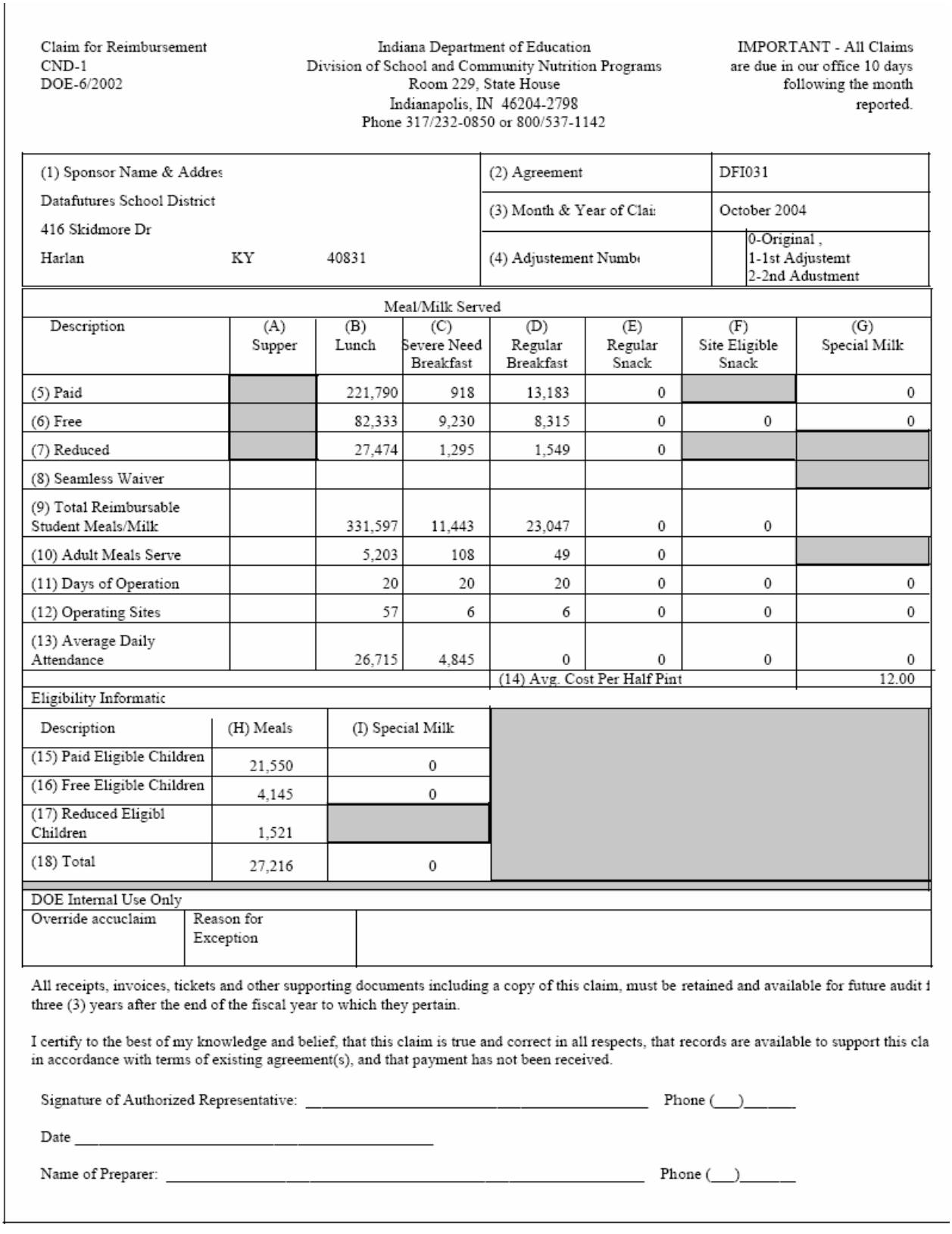
• **Blank Eligibles**. Select the default False or change it to True.

• **Report Type**. Click on the drop down and select the desired Report Type.

6 Click on the **Submit** button. The **Indiana State Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.



Claim for Reimbursement
CND-1
DOE-6/2002

Indiana Department of Education
Division of School and Community Nutrition Programs
Room 229, State House
Indianapolis, IN 46204-2798
Phone 317/232-0850 or 800/537-1142

IMPORTANT - All Claims are due in our office 10 days following the month reported.

(1) Sponsor Name & Addres		(2) Agreement	DFI031
Datafutures School District		(3) Month & Year of Clai	October 2004
416 Skidmore Dr			
Harlan	KY 40831	(4) Adjustement Numb	0-Original , 1-1st Adjustemt 2-2nd Adustment

Meal/Milk Served

Description	(A) Supper	(B) Lunch	(C) Severe Need Breakfast	(D) Regular Breakfast	(E) Regular Snack	(F) Site Eligible Snack	(G) Special Milk
(5) Paid		221,790	918	13,183	0		0
(6) Free		82,333	9,230	8,315	0	0	0
(7) Reduced		27,474	1,295	1,549	0		
(8) Seamless Waiver							
(9) Total Reimbursable Student Meals/Milk		331,597	11,443	23,047	0	0	
(10) Adult Meals Serve		5,203	108	49	0		
(11) Days of Operation		20	20	20	0	0	0
(12) Operating Sites		57	6	6	0	0	0
(13) Average Daily Attendance		26,715	4,845	0	0	0	0
				(14) Avg. Cost Per Half Pint			12.00

Eligibility Informatic

Description	(H) Meals	(I) Special Milk
(15) Paid Eligible Children	21,550	0
(16) Free Eligible Children	4,145	0
(17) Reduced Eligibl Children	1,521	
(18) Total	27,216	0

DOE Internal Use Only

Override accuclaim	Reason for Exception	

All receipts, invoices, tickets and other supporting documents including a copy of this claim, must be retained and available for future audit f three (3) years after the end of the fiscal year to which they pertain.

I certify to the best of my knowledge and belief, that this claim is true and correct in all respects, that records are available to support this cla in accordance with terms of existing agreement(s), and that payment has not been received.

Signature of Authorized Representative: _____ Phone (___)_____

Date _____

Name of Preparer: _____ Phone (___)_____

Figure 111: Indiana State report

Kentucky State Report

The Kentucky State Report option generates a statewide report for sites in the state of Kentucky. Follow these steps when generating the Kentucky State Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Kentucky State Report** option. The set up window appears.

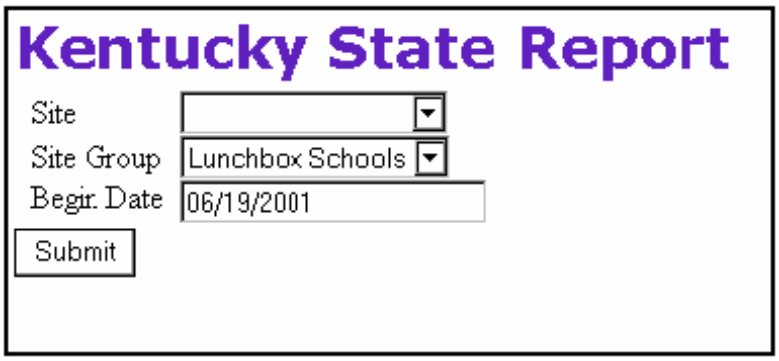


Figure 112: Kentucky State Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** field (current day) or click in the **Begin Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

5 Click on the **Submit** button. A screen is displayed for the user to enter additional information which is not kept in STI Lunch (direct / indirect costs, unpaid bills, equipment depreciation, etc). After filling in these items click on the **Submit** button at the bottom of the screen.

6 The **Kentucky State Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

REPORT AND CLAIM FOR REIMBURSEMENT

Datafutures School District

Period Covered 10/01/2004 through 10/31/2004

Agency Name and Address	Membership Lunch and/or Milk	Avg Daily Attendance Lunch and/or Milk	Number of Days Lunch/Milk Served	ADP Lunch	Membership Breakfast	Average Daily Attendance Breakfast	Number of Days Breakfast Served	ADP Breakfast Regular / Needy	Days Snacks Served
USDA	27,216	25,558	20	16,580	4,957	4,688	20	1,725 / 572	0

Opening Bank Balance	Bank Deposits	Income Due	All Expenditures	UnPaid Bills	Computed Cash Position	Closing Bank Balance
0.00	0.00	0.00	0.00	0.00	0.00	0.00

Misc/Ala Carte	Value of Inventory	Approved FREE Students	Approved REDUCED Students
125,318.00	0.00	4,333	1,723

	National School Lunch Program			School Breakfast Program			Special Milk Program			After School Snack Program		
	Number Served	Rate	Reimbursement	Number Served	Rate	Reimbursement	Number Served	Rate	Reimbursement	Number Served	Rate	Reimbursement
1. REIMBURSEMENT												
a. Reduced	27,474	1.83	50,239.55	Reduced 2,844	1.06	3,023.08				Reduced 0	0.00	0.00
b. Free	82,333	2.22	182,831.04	Free 17,545	1.35	23,721.85	Free 0	0.00	0.00	Free 0	0.00	0.00
c.Paid	221,790	0.22	49,607.31	Paid 14,101	0.37	5,154.94	Paid 0	0.00	0.00	Paid 0	0.00	0.00
# of Schools	331,597			# of Schools 12		34,490			0			0
52				Needy Breakfast Only						Supports Area Eligible Snacks		0
				Reduced 1,295	0.24	309.12						
				Free 9,230	0.24	2,173.44						
				Paid 918	0.00	0.00						
				# of Schools								
2. TOTAL OF COLUMN			282,677.90	TOTAL OF COLUMN		34,382.43	TOTAL OF COLUMN		0.00	TOTAL OF COLUMN		0.00
										TOTAL REIMBURSEMEN		317,060.33

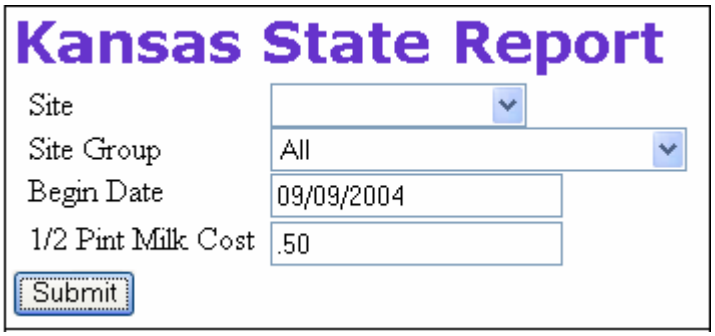
Figure 113: Kentucky State report

Kansas State Report

The Kansas State Report option generates a statewide report for sites in the state of Kansas. Follow these steps when generating the Kansas State Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Kansas State Report** option. The set up window appears.



Kentucky State Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** field (current day) or click in the **Begin Date** field and enter the desired date for the report. Use the format MM/DD/YYYY.

5 Enter in a cost for the **½ Pint Milk Cost** field if desired.

6 Click on the **Submit** button. The **Kansas State Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter.

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

Kansas State Department of Educati
120 SE 10th Avenue
Topeka KS 66612-1182

Nutrition Services(785) 296-2276
School Finanace (785) 296-2021
FAX: (785) 296-7933

Monthly Claim Form for Reimbursement
School Nutrition Programs
Monthly Claim Form

Sponsor Name	Sponsor Number	Month Claimed	Claim No
Datafutures School District	DFI031	October 2004	

Submission Type: **Received Date:** 3/23/2006

Authorized Signature: **Review/Audit Number**

	Lunch	Breakfast: Regular	Breakfast: Severe Need	After School Care Snack: Individual Eligibility < 50%	After School Care Snack: Site Eligibility >= 50%	Special Milk
Meals Served to Students						
Paid	221,790	14,101		0		0
Reduced	27,474	1,549	1,295	0		
Free	82,333	8,315	9,230	0	0	0
Totals	331,597	23,965	10,525	0		0
Eligible Students						
Paid	21,699	0	1,974	0		0
Reduced	1,723	0	731	0		
Free	4,333	0	2,439	0	0	0
Totals	27,755	0	5,144	0		0
Number of Participating Sites	52	6	6	0	0	0
Number of Serving Days	20	20	20	0	0	0

Special Milk

Cost Per Half Pint 0.12

Kansas State report

Louisiana State Claim Report

The Louisiana State Claim Report option is a report specific to schools in the state of Louisiana State Claim Report. The system generates the report for a single site or a site group. This report includes multi-site support, which displays multiple sites (Sites feeding from the same cafeteria) as separate sites. Multi-site can also report a multi-site situation as one site not multiple sites by selecting a site type of Head Start. The site type is selected in Sites under General Maintenance.

Follow these steps when generating the Louisiana State Claim Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana State Claim** option. The set up window appears.

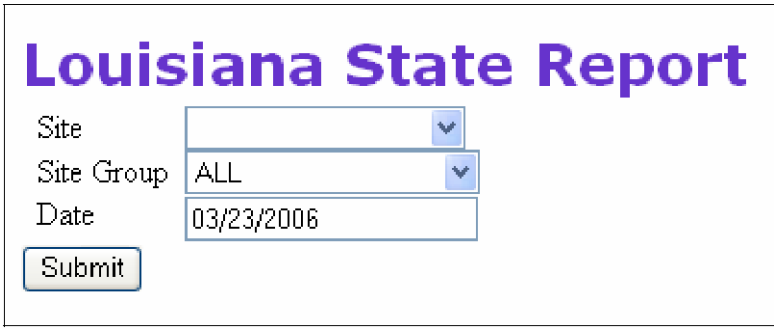


Figure 114: Louisiana State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Louisiana State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Louisiana State Claim for Reimbursement

Period Covered by this Claim

Month/Year: October 2004

Due by 10th of each month to:
Louisiana Department of Education
Expenditure Control
Division of Nutrition Assistance
Post Office Box 94064
Baton Rouge, Louisiana 70804-9064

Name of Local Education Agency (LEA): Datafutures School District
County: Harlan
Agreement Number: DFI031

General Data	Lunch	Breakfast	Severe Need Breakfast	Snack
Number of Schools Participating	52	6	6	0
Number of Days Meals Served	20	20	20	0
Average Daily Participation (ADP)	17,078	1,152	596	0
Average Daily Attendance (ADA)	26,736			
Number of Reduced Price Eligibles	1,723			
Number of Free Eligibles	4,333			
Number of Paid Eligibles	21,699			

	Lunch Participation and Reimbursement			Breakfast Participation and Reimbursement			Snack Participation and Reimbursement		
	Meal Count	X Rate =	Reimbursement	Meal Count	X Rate =	Reimbursement	Meal Count	X Rate =	Reimbursement
Free	41,946	4.36	$182,831.04	8,315 Severe Need 9,056	1.37 1.61	11,354.96 14,540.33	0	0.00	$0.00
Reduced	16,827	2.99	$50,239.55	1,549 Severe Need 1,288	1.07 1.31	$1,650.59 $1,681.61	0	0.00	$0.00
Paid	268,853	0.30	80,655.90	14,100	0.37	$5,154.94	0	0.00	$0.00
Total Reimbursable Meals	268,853		13,726.49	34,308		34,382.43	0		$0.00
Total Other Meals	5,203			157			0		

Total Federal Reimbursement

Lunch Program	$313,726.49
Breakfast Program	$34,382.43
Snack Program	$0.00
Total Federal Reimbursement	48,108.92

Certification

I certify that the above information is true and correct; that the operation of the program was in acco the agreement and application; that the claim is just and correct; that the records required by the agre file to substantiate this claim; and that payment has not been received.

Signature of Authorized Representative Date

Cumulative State Funds Received: 9/30 _____ 12/31 _____ 3/31 _____ 6/30 _____

Print Date: 3/23/2006 1 of 1

Figure 115: Louisiana State Claim Report

Louisiana SFS-7 Report

The Louisiana SFS-7 Report option is a report specific to schools in the state of Louisiana.

Follow these steps when generating the Louisiana SFS-7 Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana SFS-7** option. The set up window appears.

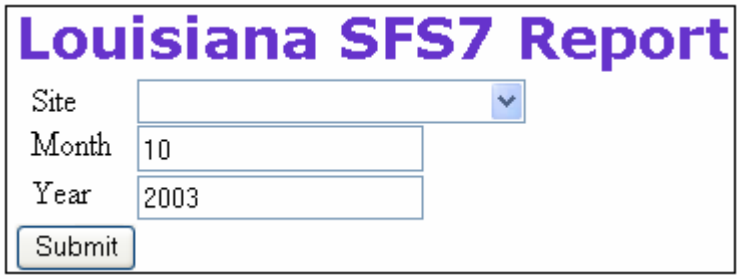


Figure 116: Louisiana SFS7 Search Results

3 Enter settings for the three fields.

- In the Site drop down field, select a site.
- In the Month field, enter the month for the report. Use the format **MM**. (January = 01)
- In the Year field, enter the year for the report. Use the format **YYYY**. (2003)

4 Click on the **Submit** button. The **Louisiana SFS-7 Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

5 To print the report, click on the **Print** icon.

6 The report resembles the figure below.

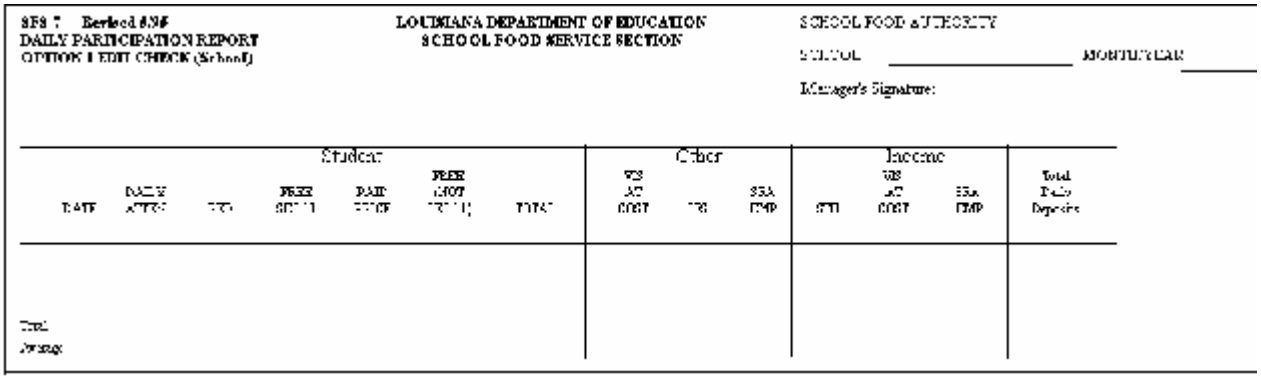


Figure 117: Louisiana SFS7 Report

Louisiana SFS-7A Report

The Louisiana SFS-7A Report option is a report specific to schools in the state of Louisiana. The system generates the report for a single site or a site group.

Follow these steps when generating the Louisiana SFS-7A Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana SFS-7A** option. The set up window appears.

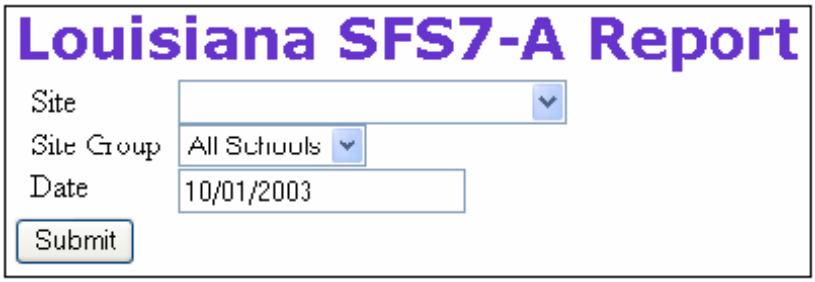


Figure 118: Louisiana SFS-7A Search Results

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

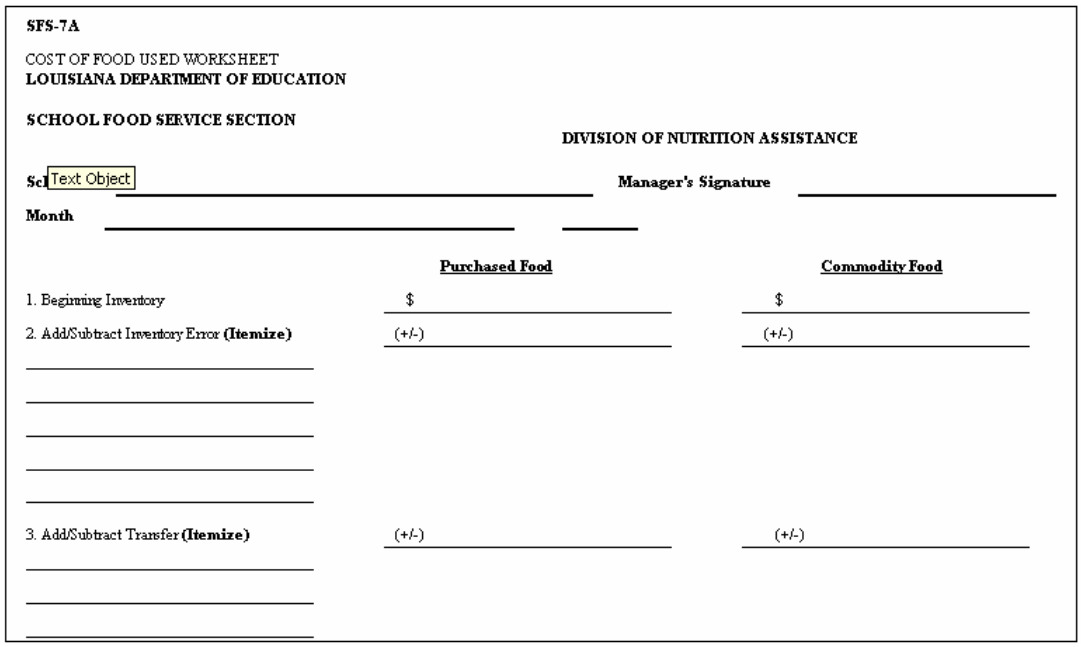
• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (October 01, 2003 would be entered as 10/01/2003).

5 Click on the **Submit** button. The **Louisiana SFS-7A Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.


SFS-7A

COST OF FOOD USED WORKSHEET
LOUISIANA DEPARTMENT OF EDUCATION

SCHOOL FOOD SERVICE SECTION

DIVISION OF NUTRITION ASSISTANCE

Sc Text Object

Manager's Signature

Month

	Purchased Food	Commodity Food
1. Beginning Inventory	$	$
2. Add/Subtract Inventory Error **(Itemize)**	(+/-)	(+/-)
3. Add/Subtract Transfer **(Itemize)**	(+/-)	(+/-)

Figure 119: Louisiana SFS-7A Report

Louisiana SFS-8A Report

The Louisiana SFS-8A Report option is a report specific to schools in the state of Louisiana. The system generates the report for a single site or a site group. This report includes multi-site support, which displays multiple sites (Sites feeding from the same cafeteria) as separate sites. Multi-site can also report a multi-site situation as one site not multiple sites by selecting a site type of Head Start. The site type is selected in Sites under General Maintenance.

Follow these steps when generating the Louisiana SFS-8A Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana SFS-8A** option. The set up window appears.

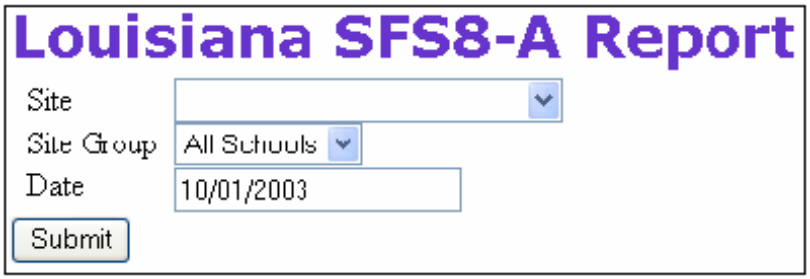


Figure 120: Louisiana SFS-8A Search Results

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

  or

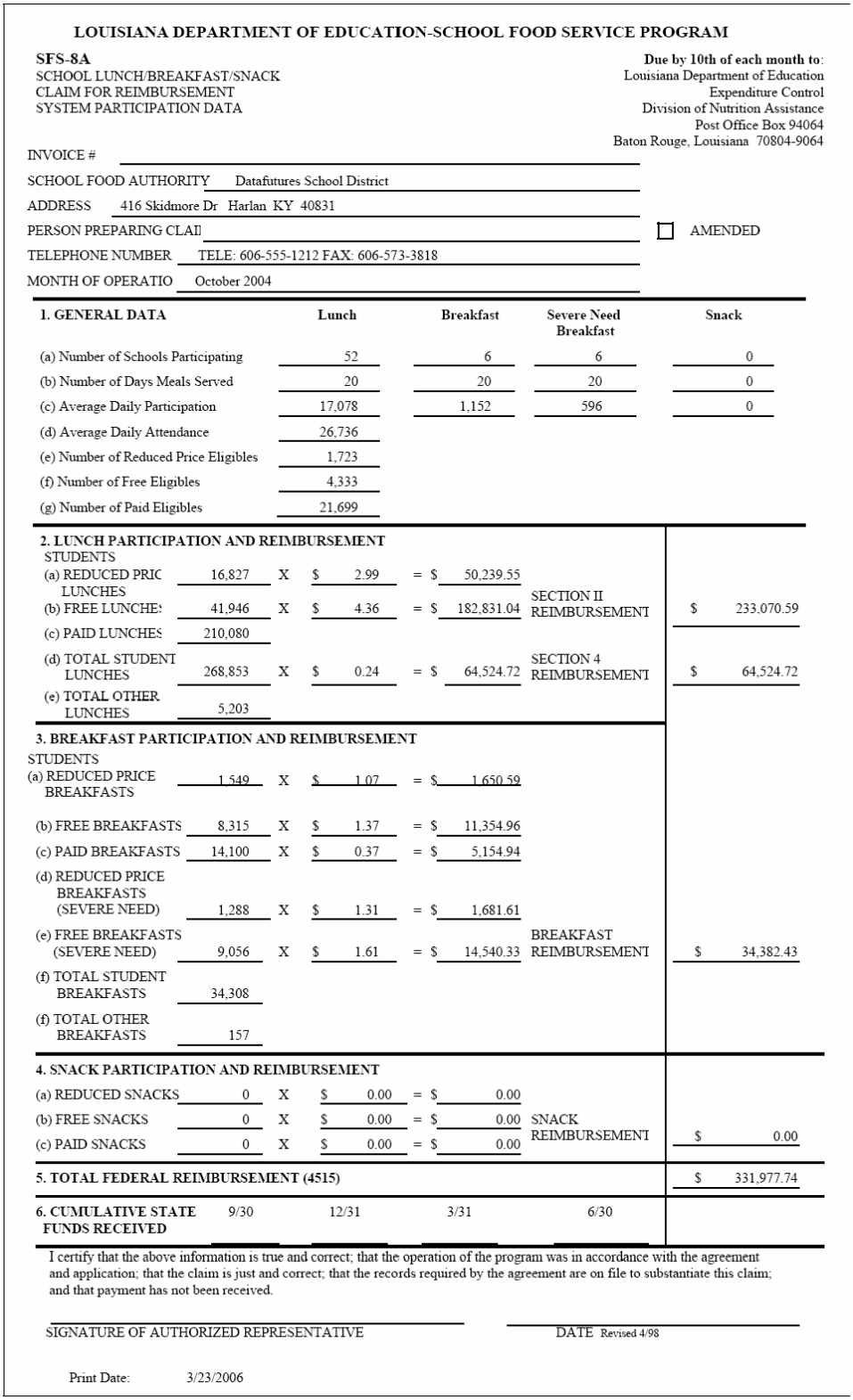
- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (October 01, 2003 would be entered as 10/01/2003).

5 Click on the **Submit** button. The **Louisiana SFS-8A Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



LOUISIANA DEPARTMENT OF EDUCATION-SCHOOL FOOD SERVICE PROGRAM

SFS-8A
SCHOOL LUNCH/BREAKFAST/SNACK
CLAIM FOR REIMBURSEMENT
SYSTEM PARTICIPATION DATA

Due by 10th of each month to:
Louisiana Department of Education
Expenditure Control
Division of Nutrition Assistance
Post Office Box 94064
Baton Rouge, Louisiana 70804-9064

INVOICE #
SCHOOL FOOD AUTHORITY Datafutures School District
ADDRESS 416 Skidmore Dr Harlan KY 40831
PERSON PREPARING CLAI
TELEPHONE NUMBER TELE: 606-555-1212 FAX: 606-573-3818
MONTH OF OPERATIO October 2004
☐ AMENDED

1. GENERAL DATA	Lunch	Breakfast	Severe Need Breakfast	Snack
(a) Number of Schools Participating	52	6	6	0
(b) Number of Days Meals Served	20	20	20	0
(c) Average Daily Participation	17,078	1,152	596	0
(d) Average Daily Attendance	26,736			
(e) Number of Reduced Price Eligibles	1,723			
(f) Number of Free Eligibles	4,333			
(g) Number of Paid Eligibles	21,699			

2. LUNCH PARTICIPATION AND REIMBURSEMENT STUDENTS						
(a) REDUCED PRIC LUNCHES	16,827	X	$ 2.99	= $ 50,239.55		
(b) FREE LUNCHES	41,946	X	$ 4.36	= $ 182,831.04	SECTION II REIMBURSEMENT	$ 233,070.59
(c) PAID LUNCHES	210,080					
(d) TOTAL STUDENT LUNCHES	268,853	X	$ 0.24	= $ 64,524.72	SECTION 4 REIMBURSEMENT	$ 64,524.72
(e) TOTAL OTHER LUNCHES	5,203					

3. BREAKFAST PARTICIPATION AND REIMBURSEMENT STUDENTS						
(a) REDUCED PRICE BREAKFASTS	1,549	X	$ 1.07	= $ 1,650.59		
(b) FREE BREAKFASTS	8,315	X	$ 1.37	= $ 11,354.96		
(c) PAID BREAKFASTS	14,100	X	$ 0.37	= $ 5,154.94		
(d) REDUCED PRICE BREAKFASTS (SEVERE NEED)	1,288	X	$ 1.31	= $ 1,681.61		
(e) FREE BREAKFASTS (SEVERE NEED)	9,056	X	$ 1.61	= $ 14,540.33	BREAKFAST REIMBURSEMENT	$ 34,382.43
(f) TOTAL STUDENT BREAKFASTS	34,308					
(f) TOTAL OTHER BREAKFASTS	157					

4. SNACK PARTICIPATION AND REIMBURSEMENT						
(a) REDUCED SNACKS	0	X	$ 0.00	= $ 0.00		
(b) FREE SNACKS	0	X	$ 0.00	= $ 0.00	SNACK REIMBURSEMENT	$ 0.00
(c) PAID SNACKS	0	X	$ 0.00	= $ 0.00		

5. TOTAL FEDERAL REIMBURSEMENT (4515)	$ 331,977.74

6. CUMULATIVE STATE FUNDS RECEIVED	9/30	12/31	3/31	6/30

I certify that the above information is true and correct; that the operation of the program was in accordance with the agreement and application; that the claim is just and correct; that the records required by the agreement are on file to substantiate this claim; and that payment has not been received.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE Revised 4/98

Print Date: 3/23/2006

Figure 121: Louisiana SFS-8A Report

Louisiana SFS-8B Report

The Louisiana SFS-8B Report option is a report specific to schools in the state of Louisiana. The system generates the report for a single site or a site group.

Follow these steps when generating the Louisiana SFS-8B Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana SFS-8B** option. The set up window appears.

Figure 122: Louisiana SFS-8B Search Results

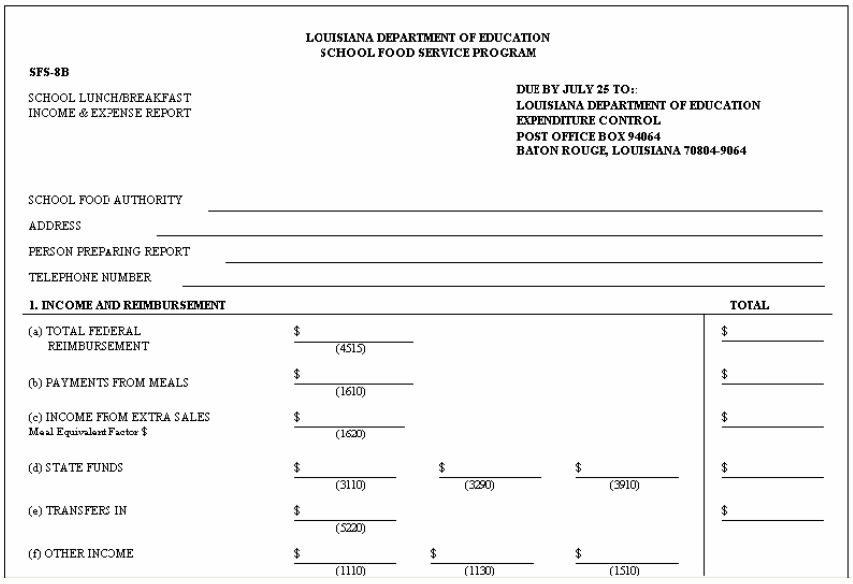
3 Click on the drop down box for the **Site** field and select a site. If a site is not selected then all sites will be included.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (October 01, 2003 would be entered as 10/01/2003).

5 Click on the **Submit** button. The **Louisiana SFS-8B Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



LOUISIANA DEPARTMENT OF EDUCATION
SCHOOL FOOD SERVICE PROGRAM

SFS-8B

SCHOOL LUNCH/BREAKFAST
INCOME & EXPENSE REPORT

DUE BY JULY 25 TO:
LOUISIANA DEPARTMENT OF EDUCATION
EXPENDITURE CONTROL
POST OFFICE BOX 94064
BATON ROUGE, LOUISIANA 70804-9064

SCHOOL FOOD AUTHORITY _____

ADDRESS _____

PERSON PREPARING REPORT _____

TELEPHONE NUMBER _____

1. INCOME AND REIMBURSEMENT				TOTAL
(a) TOTAL FEDERAL REIMBURSEMENT	$ (4515)			$
(b) PAYMENTS FROM MEALS	$ (1610)			$
(c) INCOME FROM EXTRA SALES Meal Equivalent Factor $	$ (1620)			$
(d) STATE FUNDS	$ (3110)	$ (3290)	$ (3910)	$
(e) TRANSFERS IN	$ (5220)			$
(f) OTHER INCOME	$ (1110)	$ (1130)	$ (1510)	

Figure 123: Louisiana SFS-8B Report

Louisiana SFS-8C Report

The Louisiana SFS-8C Report option is a report specific to schools in the state of Louisiana. The system generates the report for a single site or a site group. This report includes multi-site support, which displays multiple sites (Sites feeding from the same cafeteria) as separate sites. Multi-site can also report a multi-site situation as one site not multiple sites by selecting a site type of Head Start. The site type is selected in Sites under General Maintenance.

Follow these steps when generating the Louisiana SFS-8C Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Louisiana SFS-8C** option. The set up window appears.

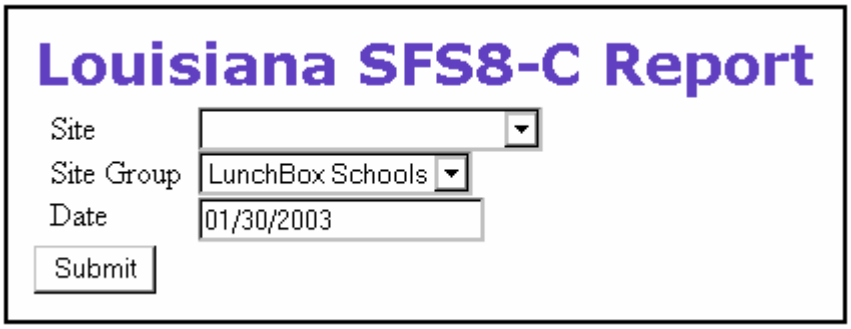


Figure 124: Louisiana SFS-8C Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Louisiana SFC-8C Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

SFS-8C - Page 1
CLAIM FOR REIMBURSEMENT
SCHOOL PARTICIPATION DATA

October 2004
MONTH and YEAR

Datafutures School District
SCHOOL FOOD AUTHORITY

LOUISIANA DEPARTMENT OF EDUCATION
SCHOOL FOOD SERVICE PROGRAM

DUE BY 25TH OF EACH MONTH TO:
LOUISIANA DEPARTMENT OF EDUCATION
EXPENDITURE CONTROL
DIVISION OF NUTRITION ASSISTANCE
POST OFFICE BOX 94064
BATON ROUGE, LOUISIANA 70804-9064

			LUNCH NUMBER OF STUDENT MEALS												BREAKFAST NUMBER OF STUDENT MEALS								
SCHOOLS (1)	SITE CODE (2)	S.N. BRK (3)	RED ELIG. (4)	FREE ELIG. (5)	PAID ELIG. (6)	ADA (7)	NO. DAYS (8)	ADP (9)	RED (10)	FREE (11)	PAID (12)	TOTAL (13)	OTHER MEALS (14)	NO. DAYS (15)	ADP (16)	RED (17)	S.N. RED (17a)	FREE (18)	S.N. FREE (18a)	PAID (19)	TOTAL (20)	OTHER MEALS (21)
Summer School	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Summer Feeding	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POS Site 001	1		0	0	0	0	20	607	600	2,166	9,368	12,134	0	20	368	332	0	1,629	0	5,400	7,361	0
POS Site 002	2		0	0	0	0	20	580	725	3,163	7,713	11,601	200	20	260	386	0	2,316	0	2,504	5,206	48
POS Site 003	3		0	0	0	0	20	744	915	3,014	10,950	14,879	360	20	307	519	0	2,134	0	3,489	6,142	0
POS Site 004	4		0	0	0	0	20	665	537	1,172	11,592	13,301	379	20	93	92	0	483	0	1,281	1,856	0
POS Site 005	5		0	0	0	0	20	645	88	452	12,362	12,902	295	0	0	0	0	0	0	0	0	0
Warehouse	9		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Harlan Warehouse	10		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Central Kitchen	11		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
POS Site 021	21	X	215	614	870	1,616	20	642	1,946	7,610	3,283	12,839	528	20	113	0	241	0	1,813	203	2,257	15
POS Site 022	22		0	0	0	0	20	393	592	2,398	4,877	7,867	80	20	59	62	0	884	0	230	1,176	0
POS Site 023	23		0	0	0	0	20	354	562	1,292	5,227	7,081	120	0	0	0	0	0	0	0	0	0

1 of 10
Revised 4/98

Figure 125: Louisiana SFS-8C Report

Massachusetts State Claim Report

The Massachusetts State Claim Report option is a report specific to schools in the state of Massachusetts. The system generates the report for a single site or a site group.

Follow these steps when generating the **Massachusetts State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **MA State Claim Report** option. The set up window appears.

Figure 126: Massachusetts State Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Mass. State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

3/23/2006

MASSACHUSETTS DEPARTMENT OF EDUCATION

National School Lunch, Breakfast, Milk, and After School Programs

CLAIM FOR REIMBURSEMENT

Part I -General Information

A. Datafutures School District
416 Skidmore Dr
Harlan, KY 40831

B. Name of Person Completing This Form:

606-555-1212

C. Agreement Number: DFI031

Month Year

October 2004

D. Number of Applications Program	Free	Reduced	Total
Lunch	4333	1723	6056
Breakfast	2439	731	3170
Milk			
After School (At Risk)	0		
After School (Non-Risk)	0	0	0

Summary Information by Type of Program	E. No. Author. Sites	F. Enrollment	G. No. of Operating Days	H. Avg. Daily Attend.	I. Avg. Daily Part.	J. Charge to Student Reduced	J. Charge to Student Paid	K. Charge to Adults
Lunch	52	27755	1001	510	331			
Breakfast	12	5144	235	398	146			
Special Milk								
After School (At Risk)	0	0	0	0	0			
After School (Non-Risk)	0	0	0	0	0			

PART II - DISTRIBUTION OF MEALS SERVED

A. Type of Served Meal	Total Served to Student Breakfast	Lunch	Milk	After-School Snack At Risk	Non-Risk
Free	8315	82333	0	0	0
Reduced	1549	27474			0
Paid	14101	221790	0		0
Severe Need					
Free	9230				
Reduced	1295				
Total Meals Served	**34490**	**331597**	**0**	**0**	**0**

PART III -Computation of Milk Cost

A. Cost of Milk		B. Total Served to Children	
Total Half Pints Purchased	0	Free Milk	0
Total Cost of Milk		Paid Milk	0
Cost per Half Pint of Milk		Total	0

Figure 127: Massachusetts State Claim Report

Massachusetts State Claim Milk Report

The Massachusetts State Claim Milk Report option is a report specific to schools in the state of Massachusetts. The system generates the report for a single site or a site group.

Follow these steps when generating the **Massachusetts State Claim Milk Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **MA State Claim Milk Report** option. The set up window appears.

Figure 128: Massachusetts State Claim Milk Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Mass. State Claim Milk Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

3/23/2006

MASSACHUSETTS DEPARTMENT OF EDUCATION
SUPPLEMENT TO CLAIM FOR REIMBURSEMENT
Special Milk Program

235
Agreement Number

Data Futures Schools
District Name

October 2005
Month and Year

LunchBox Schools
October 2005

Site Number and Name	**Average Daily Attendence**	**Days Operated**	**Milk Served to Children**		
			Total	**Paid**	**Free**
260 LunchBox High School			122	122	0
Totals			**122**	**122**	**0**

Figure 129: Massachusetts State Claim Milk Report

Massachusetts State Claim Detail Report

The Massachusetts State Claim Detail Report option is a report specific to schools in the state of Massachusetts. The system generates the report for a single site or a site group.

Follow these steps when generating the **Massachusetts State Claim Detail Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **MA State Claim Detail Report** option. The set up window appears.

Figure 130: Massachusetts State Claim Detail Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Mass. State Claim Detail Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

3/23/2006

MASSACHUSETTS DEPARTMENT OF EDUCATION
Supplemental to Claim for Reimbursement
National School Lunch, Breakfast, Milk, and Snacks Programs

District Name
Datafutures School District

Agreement Number
DFI031

Month Year
October 2004

Middle School

Site Code / Site Name	Enrollment	Average Daily Attendance	Operating Days: Lunch	Operating Days: Breakfast	Operating Days: Snack	Number of Applications: Free	Number of Applications: Reduced	Reimbursable Lunches Served to Students: Free	Reimbursable Lunches Served to Students: Reduced	Reimbursable Lunches Served to Students: Paid	Reimbursable Lunches Served to Students: Total	Reimbursable Breakfasts Served to Students: Free	Reimbursable Breakfasts Served to Students: Reduced	Reimbursable Breakfasts Served to Students: Paid	Reimbursable Breakfasts Served to Students: Total	SNB (X)	Snacks Served to Students: Free	Snacks Served to Students: Reduced	Snacks Served to Students: Paid	Snacks Served to Students: Total	At Risk (X)
029																					
POS Site 029	1011	983	20	0	0	114	68	1343	579	4096	6018	0	0	0	0		0	0	0	0	
030																					
POS Site 030	625	562	20	0	0	104	56	1534	688	2848	5070	0	0	0	0		0	0	0	0	
021																					
POS Site 021	1699	1615	20	20	0	614	215	7610	1946	3283	12839	1813	241	203	2257	X	0	0	0	0	
Totals						**832**	**339**	**10487**	**3213**	**10227**	**23927**	**1813**	**241**	**203**	**2257**		**0**	**0**	**0**	**0**	

Figure 131: Massachusetts State Claim Detail Report

Michigan State Report

The Michigan State Report option is a report specific to schools in the state of Michigan. The system generates the report for a single site or a site group.

Follow these steps when generating the Michigan State Report.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Michigan State Report** option. The set up window appears.

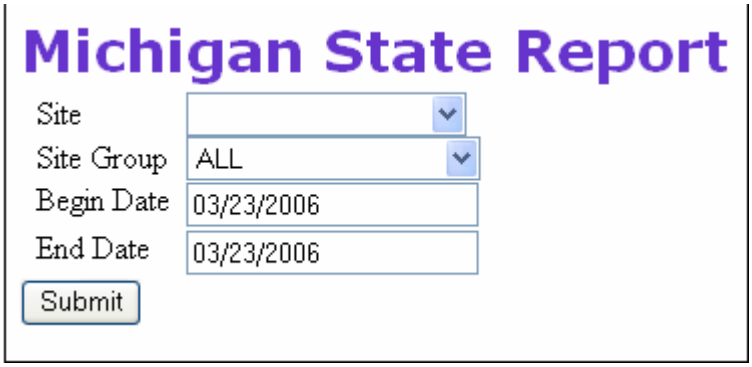


Figure 132: Michigan State Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

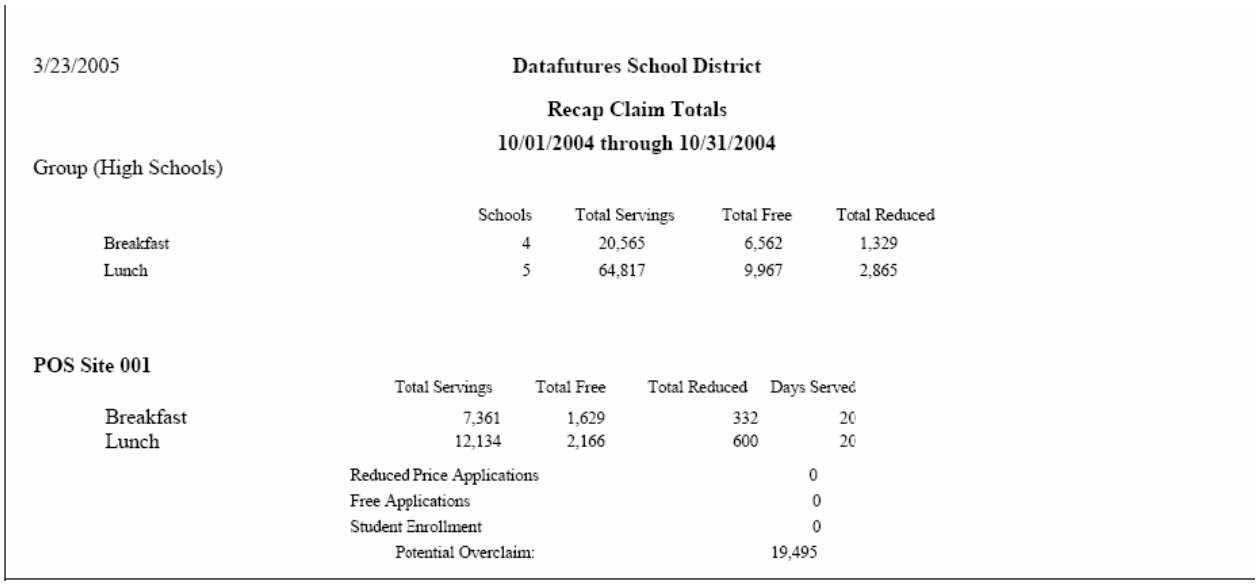
• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in the **Begin Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

5 Click on the **Submit** button. The **Michigan State Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



3/23/2005

Datafutures School District

Recap Claim Totals

10/01/2004 through 10/31/2004

Group (High Schools)

	Schools	Total Servings	Total Free	Total Reduced
Breakfast	4	20,565	6,562	1,329
Lunch	5	64,817	9,967	2,865

POS Site 001

	Total Servings	Total Free	Total Reduced	Days Served
Breakfast	7,361	1,629	332	20
Lunch	12,134	2,166	600	20

Reduced Price Applications	0
Free Applications	0
Student Enrollment	0
Potential Overclaim:	19,495

Figure 133: Michigan State Report

Mississippi State Claim Report

The Mississippi State Claim Report option is a report specific to schools in the state of Mississippi. The system generates the report for a single site or a site group.

Follow these steps when generating the **Mississippi State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading.. The options available appear in a list underneath the heading.

2 Locate and click on the **Mississippi State Claim Report** option. The set up window appears.

Figure 134: Mississippi State Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

• Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 19, 2002 would be entered as 08/19/2002).

• **SnackFreeApplications**. Leave the field blank or type the name of the snack free application to include in the report.

• **SnackReducedApplications**. Leave the field blank or type the name of the snack reduced application to include in the report.

• **MaxEnrollmentOctober**. Leave this field blank or type the enrollment figure to include in the report.

5 Click on the **Submit** button. The Mississippi State **Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION
P.O. BOX 771
JACKSON, MISSISSIPPI 39205-0771

National School Lunch Program

MONTHLY CLAIM FOR REIMBURSEMENT - AFTER SCHOOL CARE PROGRAM

1. NAME AND ADDRESS OF ORGANIZATION

Datafutures School District
416 Skidmore Dr

Harlan, KY 40831

2. ORGANIZATION NUMBER	DFI031	**4. NUMBER OF CHILDREN APPROVED**	
		A. Free	200
3. CLAIM PERIOD	October 2004	B. Reduced	15

AFTER SCHOOL SNACKS PARTICIPATION DATA

5. A. Number of Sites Reporting	0	**C. OCTOBER ONLY**
B. Number of Days Operated	0	**Enrollment** 2,501 After School Care Program

AFTER SCHOOL SNACKS SERVED

6. A. Free	0	
B. Reduced	0	
C. Paid	0	
D. Total	0	

I undestand that the information on this claim for reimbursement is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statues. I certify that this claim is true and correct to the best of my knowledge and belief, that records are available to support this claim, that programs are operated in accordance with the terms of the existing agreement and that payment has not been received.

Signature of Authorized Representative _____ Date _____

This claim shall cover one calendar month and is due in the State Office by the 7th of the month following the claim month.

Print Date: 3/23/2006

Figure 135: Mississippi State Claim Report

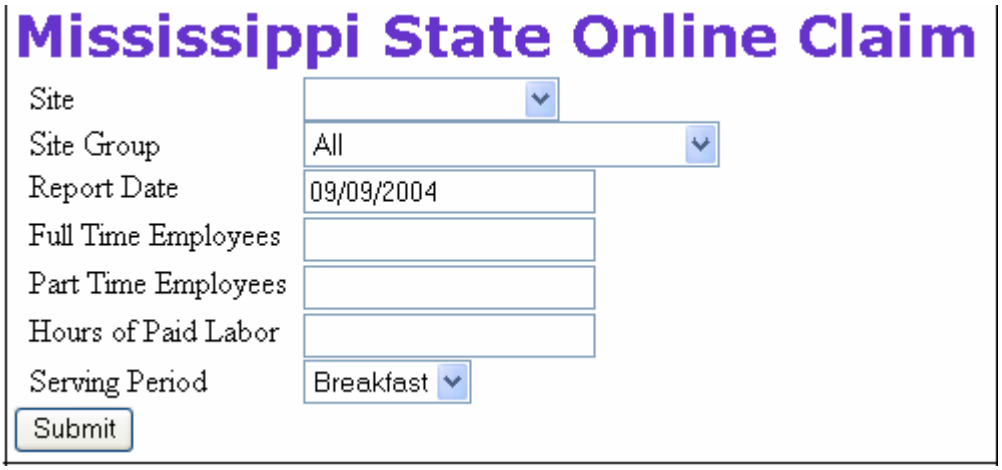
Mississippi Online Claim Report

The Mississippi Online Claim Report option is a report specific to schools in the state of Mississippi. The system generates the report for a single site or a site group.

Follow these steps when generating the **Mississippi Online Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading.. The options available appear in a list underneath the heading.

2 Locate and click on the **Mississippi Online Claim** option. The set up window appears.



Mississippi State Online Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- Accept the setting in the **Report Date** field (current day) or click in the **Report Date** field and enter the desired date for the report. Use the format MM/DD/YYYY.
- **Full Time Employees**. Leave the field blank or type in the number of full time employees.
- **Part Time Employees**. Leave the field blank or type in the number of part time employees.
- **Hours of Paid Labor**. Leave this field blank or type in the number of hours of paid labor.
- **Serving Period**. Select the desired serving period.

5 Click on the **Submit** button. The **Mississippi Online Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Organization Name:	Datafutures School District	System Date	3/23/2006
Organization #:	DFI031		
Claim Period:	10	#Hours of Paid Labor:	1052
Program Year:	2004	# Free Children Appr:	832
# Of Days Operated:	20	# Red. Children Appr:	339
#Employees Full Time:	21	Enrollment:	3,335
#Emplyees Part Time:	40		

				Children					Adult		Other
Sites	Days Operated	Free Children Approved	Reduced Children Approved	Enrollment	Free	Reduced	Paid	Totals	Paid	In-Kind	Non Reimbursable Meals
POS Site 029	20	114	68	1,011	1,343	579	4,096	6,018	386	73	607
POS Site 030	20	104	56	625	1,534	688	2,848	5,070	161	93	237
POS Site 028	20	0	0	0	775	617	6,778	8,170	164	161	164
POS Site 026	20	0	0	0	284	152	8,979	9,415	190	149	190
POS Site 025	20	0	0	0	1,614	407	6,614	8,635	152	152	152
POS Site 027	20	0	0	0	1,727	511	3,004	5,242	86	86	86
POS Site 021	20	614	215	1,699	7,610	1,946	3,283	12,839	286	167	528
POS Site 024	20	0	0	0	864	526	8,348	9,738	133	133	133
POS Site 023	20	0	0	0	1,292	562	5,227	7,081	120	120	120
POS Site 022	20	0	0	0	2,398	592	4,877	7,867	80	80	80
POS Site 0631	17	0	0	0	34	80	926	1,040	0	0	0
TOTALS	20	832	339	3,335	19,475	6,660	54,980	81,115	1,758	1,214	2,297

Mississippi Online Claim Report

Missouri State Claim Report

The Missouri State Claim Report option is a report specific to schools in the state of Missouri. The system generates the report for a single site or a site group.

Follow these steps when generating the **Missouri State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Missouri State Claim Report** option. The set up window appears.

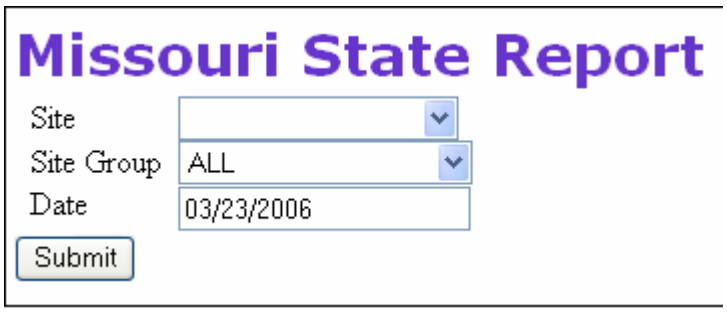


Figure 136: Missouri State Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

5 Click on the **Submit** button. The **Missouri State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Missouri State Claim for Reimbursement

State of Missouri
Department of Elementary and Secondary Education School Food Services
P.O. Box 480
Jefferson City, MO 65102

Period Covered by this Claim
Month/Year: October 2004

Name of Local Education Agency (LEA): Datafutures School District
County: Harlan
Agreement Number: DFI031

General Data	Lunch	Breakfast	Special Milk Program
Average Daily Attendance (ADA)	510.00	0.00	0.00
Number of Days Meals Served	1,001	120	0
Student Meals Not Reimbursable	109	0	
Adults Meals Not Reimbursable	5,203	49	
Percent Free and Reduced Price Meals Served	0.33	0.00	
Average Daily Participation (ADP)	331.00	192.00	
Percent ADP is of ADA	0.65	0.00	
Number of Reduced Price Eligibles	30,116		
Number of Free Eligibles	79,488		

	School Lunch Program				School Breakfast Program			
	Meal Count	X Rate	=	Reimbursement	Meal Count	X Rate	=	Reimbursement
Free	82,333	2.22		$182,831.04	9,230	2.57		$23,721.85
Reduced	27,474	1.83		$50,239.55	1,295	2.33		$3,023.08
Paid	221,790	0.22		$49,607.31	13,183	0.39		$5,154.94
Total	331,597			$282,677.90	23,708			$31,899.87

Special Milk Program			
Charge to Students Per 1/2 Pint		Charge	0.00
1/2 Pints Served Free to Eligible Needy / Average Dairy Cost	Number Free: 0	Average Cost	
1/2 Pints Sold to Students	Number Sold: 0		
Total Special Milk Program Reimbursement			

Combined Reimbursements Claim

Lunch Program	$282,677.90
Breakfast Program	$31,899.87
Total Combined Reimbursements	$314,577.77
Special Milk Program	

Claims less than $1.00 will not be paid.

Certification

Authorized Representative - I hereby certify that this claim for reimbursement is true and correct in all respects, is in accordance with the terms of the existing agreement(s) and the payment therefore has not been received. Records to justify all entries are on file.

Signature (stamp is not acceptable)	Title	Date
Mail Address (complete only if changed)	State	Zip Code

Print Date: 3/23/2006

1 of 1

Figure 137: Missouri State Claim Report

Ohio CN6 Count Report

The Ohio CN6 Count Report option is a report specific to schools in the state of Ohio. The system generates the report for a single site or a site group.

Follow these steps when generating the **Ohio CN6 Count Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Ohio CN6 Count Report** option. The set up window appears.

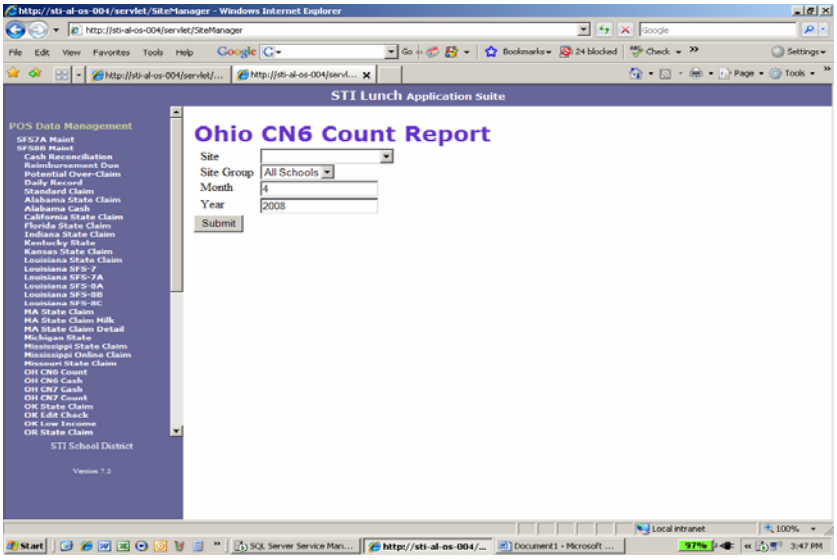


Figure 138: Ohio CN6 Count Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

• **Month.** The system will default to the current month. Enter the month you wish to pull the report on.

• **Year.** The system will default to the current month.

5 Click on the **Submit** button. The **Ohio CN6 Count Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Figure 139: Ohio CN6 Count Report

Ohio CN6 Cash Report

The Ohio CN6 Cash Report option is a report specific to schools in the state of Ohio. The system generates the report for a single site or a site group.

Follow these steps when generating the **Ohio CN6 Cash Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Ohio CN6 Cash Report** option. The set up window appears.

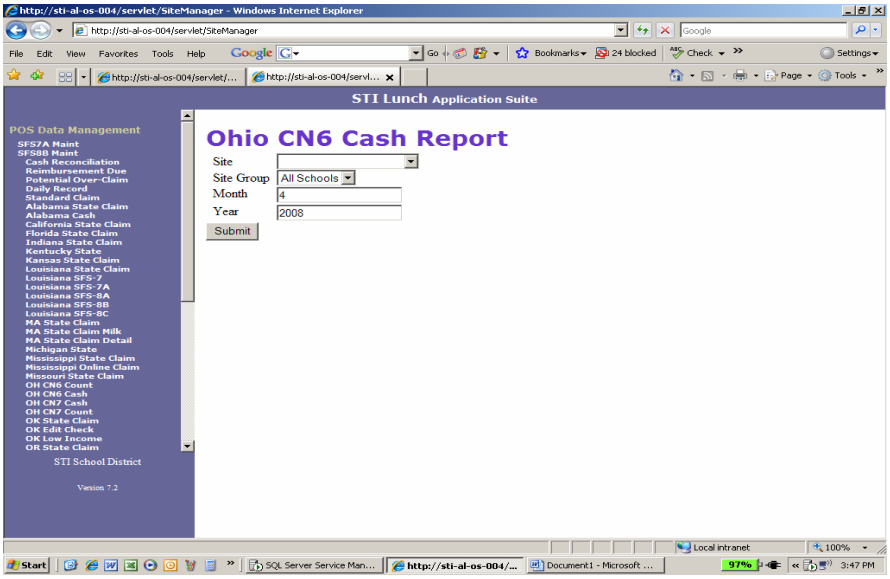


Figure 138: Ohio CN6 Cash Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

• **Month.** The system will default to the current month. Enter the month you wish to pull the report on.

• **Year.** The system will default to the current month.

5 Click on the **Submit** button. The **Ohio CN6 Count Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Figure 139: Ohio CN6 Count Report

Ohio CN7 Cash Report

The Ohio CN7 Cash Report option is a report specific to schools in the state of Ohio. The system generates the report for a single site or a site group.

Follow these steps when generating the **Ohio CN7 Cash Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Ohio CN7 Cash Report** option. The set up window appears.

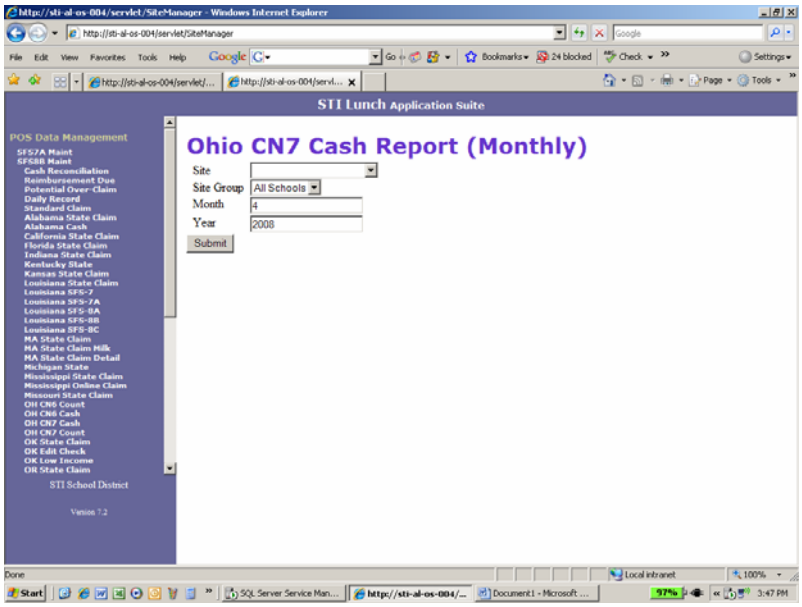


Figure 138: Ohio CN7 Cash Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Month.** The system will default to the current month. Enter the month you wish to pull the report on.
- **Year.** The system will default to the current month.

5 Click on the **Submit** button. The **Ohio CN7 Cash Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

CN-7

County _____

SCHOOL LUNCH PROGRAM **Month** 2 **Year** 2008

DAILY WORKSHEET **Sponsor** _____

- Keep daily - **Site** Hall Elementary School

CASH INCOME
Record daily as collected

	Receipts	Milk Receipts	Student Day Of Month -a la carte Receipts	Student Lunch All Adult Receipts	Student Extra Total Receipts	ROA / Charges	Total Deposits
13	4.50	0.35	0.75	0.00	5.60	14.40	20.00
15	6.00	0.00	0.00	0.00	6.00	99.00	105.00
26	6.40	0.70	2.75	0.00	9.85	60.15	70.00
28	12.15	0.00	0.25	0.00	12.40	-12.40	0.00
Total	29.05	1.05	3.75	0.00	33.85	161.15	195.00
Total uncollected lunch charges on last day of month: Students $				133.62			
Report Total	29.05	1.05	3.75	0.00	33.85	161.15	195.00
Report Total uncollected lunch charges on last day of month: Students $				133.62			

Figure 139: Ohio CN7 Cash Report

Ohio CN7 Count Report

The Ohio CN7 Count Report option is a report specific to schools in the state of Ohio. The system generates the report for a single site or a site group.

Follow these steps when generating the **Ohio CN7 Count Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Ohio CN7 Count Report** option. The set up window appears.

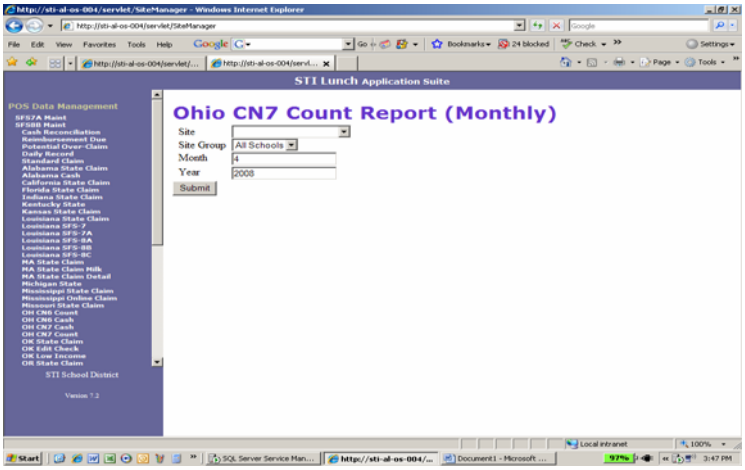


Figure 138: Ohio CN7 Count Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

• **Month.** The system will default to the current month. Enter the month you wish to pull the report on.

• **Year.** The system will default to the current month.

5 Click on the **Submit** button. The **Ohio CN7 Count Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Figure 139: Ohio CN7 Count Report

Oklahoma State Claim Report

The Oklahoma State Claim Report option is a report specific to schools in the state of Oklahoma. The system generates the report for a single site or a site group.

Follow these steps when generating the **Oklahoma State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Oklahoma State Claim Report** option. The set up window appears.

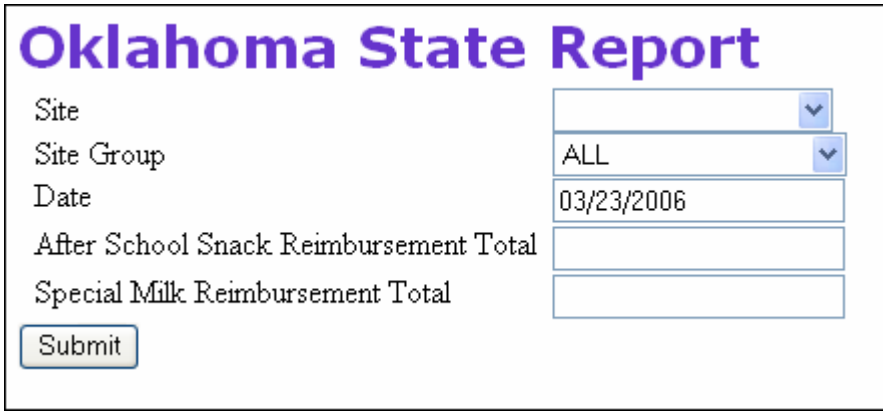


Figure 138: Oklahoma State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Date.** Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).
- **After School Snack Reimbursement Total.** Click in the field for **After School Snack Reimbursement Total** and type the appropriate number in this field. Use the format XXXX.XX. For example, $2,544.11 would be entered as **2544.11**.
- **Special Milk Reimbursement Total.** Click in the field for **Special Milk Reimbursement Total** and type the appropriate number in this field. Use the format XXXX.XX. For example, $1,075.14 would be entered as **1075.14**.

5 Click on the **Submit** button. The **Oklahoma State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

SP-6
(Rev. 3/03)

Sandy Garrett
State Superintendent of Public Instruction

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS (CNP) CLAIM FOR FEDERAL REIMBURSEMENT

ALL	Harlan	October 2004	DFI031
School	County/District Code	Month and Year	Agreement Number:

1. General Data:

	Lunch	Breakfast	SN Breakfast
(a) Number of Schools Participating	52	6	6
(b) Number of Enrolled Students - Free Eligibles	4,333	1,894	2,439
(c) Number of Enrolled Students - Reduced Eligibles	1,723	992	731
(d) Number of Enrolled Students - Paid	21,699	19,725	1,974
(e) Days Operated This Claim Period	20	20	20

2. Lunch/Snack Reimbursement

Lunches Served:

	Meals		Rate		Reimbursement
(a) Free	82,333	X $	2.22	=$	182,831.04
(b) Reduced-Price	27,474	X $	1.83	=$	50,239.55
(c) Full Price	221,790	X $	0.22	=$	49,607.31
(d) Total	331,597			=(e) $	282,677.90
(f) Adult /Visitor Lunches	5,201	(g) Contract	2		

Lunch Reimbursement (From line 2e) $ 282,677.90
After-School Snack Program Reimbursement $ 0.00
(Refer to After-School Snack Program Claim for Reimbursement)
Total Lunch/Snack Reimbursement $ 282,677.90

State Office Use Only
Adjustment $
Warrant Amount: $

3. Breakfast Reimbursement

Regular Breakfasts Served ***DO NOT INCLUDE SEVERE NEED BREAKFAST(SNB) SITES***

	Meals		Rate		Reimbursement
(a) Free	8,315	X $	2.85	=$	23,721.85
(b) Reduced-Price	1,549	X $	1.95	=$	3,023.08
(c) Full Price	13,183	X $	0.39	=$	5,154.94
(d) Total	23,047			=(e)$	31,899.87
(f) Adult/ Visitors Breakfasts	49	(g) Contract	0		

Severe Need Breakfasts Served: ***DO NOT INCLUDE REGULAR BREAKFAST SITES***

	Meals		Rate		Reimbursement
(a) Free	9,230	X	1.58	=$	14,540.33
(b) Reduced-Price	1,295	X	1.30	=$	1,681.61
(c) Full Price	918	X	0.37	=$	335.25
(d) Total	11,443			= (e) $	16,557.19
(f) Adult /Visitors SN Breakfasts	107	(g) Contract	1		

Total Breakfast Reimbursement (From line[s] 3e) $ 48,457.06

State Office Use Only
Adjustment $
Warrant Amount $

4. Special Milk Program (SMP) Reimbursement (Refer to Special Milk Program Claim) Total Special Milk Reimbursement $ 0.00

State Office Use Only
Adjustment $
Warrant Amount $

Total Reimbursement $ 331,134.96 ***State Office Use Only: Adjustemt To*** $ Total Warrants $

I certify that to the best of my knowledge and belief, this report is true and correct in all respects, is in accordance with the terms of existing agreements, and that payment thereof has not been received. I understand that the records on which the claim is based must be available for federal or state audit or review for three years.

Signature of Authorized Representative Date

Print Date: 3/23/2006 1 of 1

Figure 139: Oklahoma State Claim Report

Oklahoma Edit Check Report

The Oklahoma Edit Check Report option is a report specific to schools in the state of Oklahoma. The system generates the report for a single site or a site group.

Follow these steps when generating the **Oklahoma Edit Check Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Oklahoma State Claim Report** option. The set up window appears.

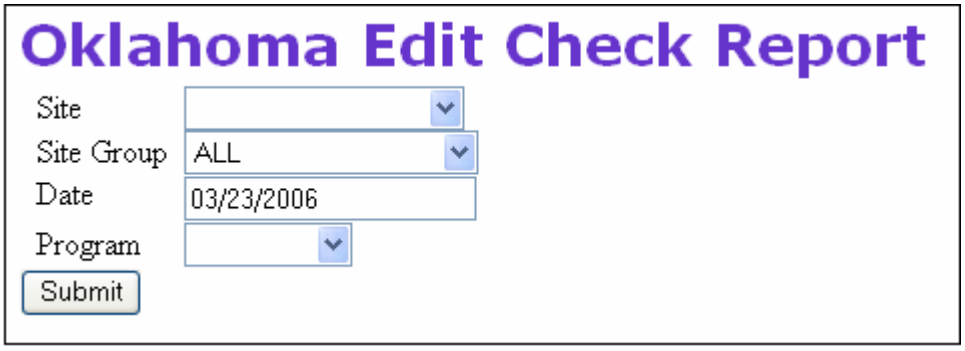


Figure 140: Oklahoma Edit Check Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Date.** Accept the default setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).
- **Program.** If the **Program** field is blank, all programs are included in the report. To select a program, click on the drop down box and select the desired program from the list that appears.

5 Click on the **Submit** button. The **Oklahoma Edit Check Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading Print Preview Features at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

SCHOOL/SFA EDIT CHECK WORK SHEET (BRK)

1. School: LunchBox Middle
2. Month: January 2002
3. Attendance Factor (AF): 2.00
4. Total Membership: 1,392

5. Day of Month	6. Highest Enrolled Free Elig.for Claim (Plus Only)	7. Daily Free Eligibles (Plus and/or Minus)	8. Daily Free Eligibles x AF	9. Free Meals Claimed	10. Highest Enrolled Reduced Elig.for Claim (Plus Only)	11. Daily Reduced Eligibles (Plus and/or Minus)	12. Daily Reduced Eligibles x AF	13. Reduced Meals Claimed	14. Full-Price Meals Claimed	15. Total Meals Claimed Daily	16. (Average) Daily Attendance	17. Comments
8	623	623	6	1	196	196	2	1	1	3	14	
10	623	623	6	4	196	196	2	12	2	18	14	
11	623	623	31	1	196	196	10	1	2	4	70	
15	623	591	6	2	196	186	2	2	2	6	13	
18. Monthly Totals:				8				16	7	31		

19. Signature : _____ 20. Date: _____

Oklahoma State Department of Education School Food Service Compliance Document July 2000

Figure 141: Oklahoma Edit Check Work Report

Oklahoma Low Income Report

The Oklahoma Low Income Report option is a report specific to schools in the state of Oklahoma. The system generates the report for a single site or a site group.

Follow these steps when generating the **Oklahoma Low Income Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Oklahoma Low Income Report** option. The set up window appears.

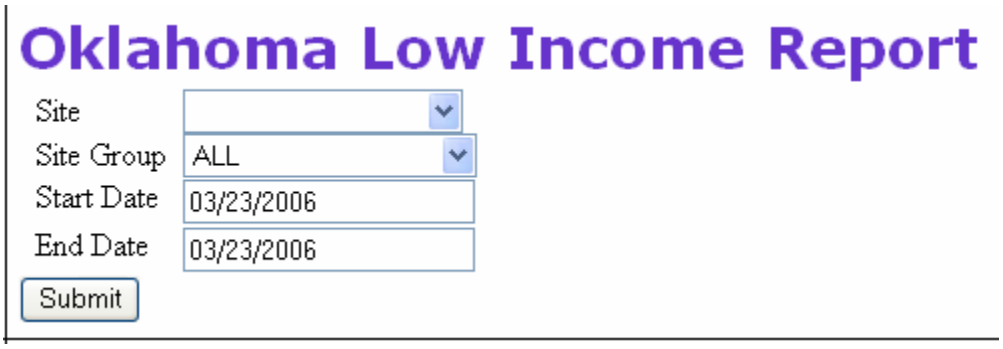


Figure 142: Oklahoma Low Income Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

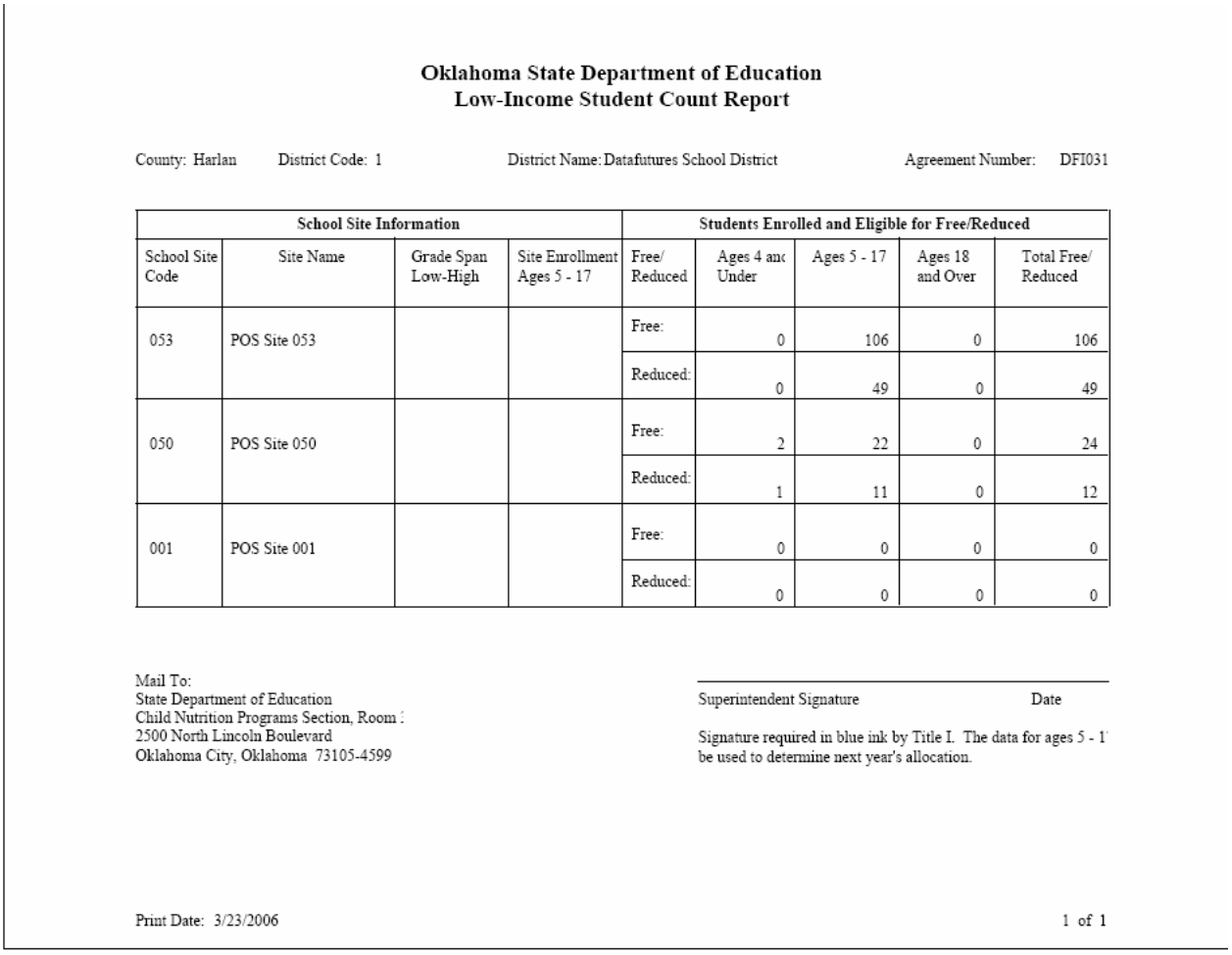
- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in the **Begin Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001).

5 Click on the **Submit** button. The **Oklahoma Low Income Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.



Oklahoma State Department of Education
Low-Income Student Count Report

County: Harlan District Code: 1 District Name: Datafutures School District Agreement Number: DFI031

School Site Information				Students Enrolled and Eligible for Free/Reduced				
School Site Code	Site Name	Grade Span Low-High	Site Enrollment Ages 5 - 17	Free/ Reduced	Ages 4 and Under	Ages 5 - 17	Ages 18 and Over	Total Free/ Reduced
053	POS Site 053			Free:	0	106	0	106
				Reduced:	0	49	0	49
050	POS Site 050			Free:	2	22	0	24
				Reduced:	1	11	0	12
001	POS Site 001			Free:	0	0	0	0
				Reduced:	0	0	0	0

Mail To:
State Department of Education
Child Nutrition Programs Section, Room
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599

Superintendent Signature Date

Signature required in blue ink by Title I. The data for ages 5 - 1
be used to determine next year's allocation.

Print Date: 3/23/2006 1 of 1

Figure 143: Oklahoma Low Income Report

Oregon State Claim Report

The Oregon State Claim Report option is a report specific to schools in the state of Oregon. The system generates the report for a single site or a site group.

Follow these steps when generating the **Oregon State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Oregon State Claim Report** option. The set up window appears.

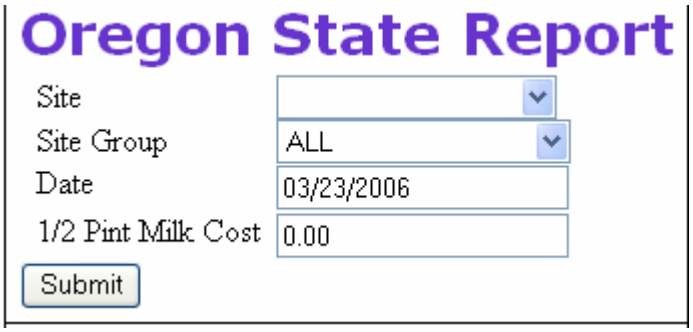


Figure 144: Oregon State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Complete the other fields.

- **Date.** Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 19, 2002 would be entered as 08/19/2002).
- **½ Pint Milk Cost**. Accept the setting in the **½ Pint Milk Cost** field or click in the field and type the desired setting for the report. Use the format X.XX. ($0.35 would be entered as 0.35).

5 Click on the **Submit** button. The **Oregon State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Monthly Claim Form For Reimbursement

National School Lunch, School Breakfast and Special Milk Programs

Date: 8/19/2002

Sponsor Name All **Agreement Number** CLB031

Date August 2002 **Revision #**

	Lunch	Breakfast		After School Snacks		
		Regular	Severe Need	<50%	>=50%	Special Milk
Meals Served to Children						
Free	1	27	0	0	0	0
Reduced	2	21	0	0		0
Paid	9	46		0		16
Totals	**12**	**94**	**0**	**0**	**0**	**16**
Eligible Children						
Free	5	3		0	0	
Reduced	2	4		0		
Paid	2,061	0				
Average Daily Enrollment	3	5	0	0	0	
Sites on Program	2	2	0	0	0	
Meal Service Days/Month	4	16	0	0	0	

Special Milk	
Total Half-Pints Purchased	16
Total Cost	0.00

Figure 145: Oregon State Claim Report

Pennsylvania State Claim Report

The Pennsylvania State Claim Report option is a report specific to schools in the state of Pennsylvania. The system generates the report for a single site or a site group.

Follow these steps when generating the **Pennsylvania State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Pennsylvania State Claim Report** option. The set up window appears.

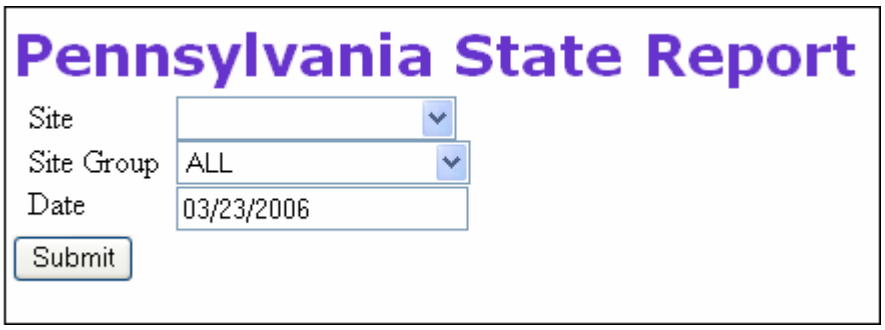


Figure 146: Pennsylvania State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 19, 2002 would be entered as 08/19/2002).

5 Click on the **Submit** button. The **Pennsylvania State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

Monthly Claim Form For Reimbursement

National School Lunch,School Breakfast,Afterschool Snack, and Special Milk Programs

Date: 3/23/2006

Sponsor Name	Agreement Number	Month Claimed	Revision Number
Datafutures School Distri	DFI031	October 2004	

		Breakfast		After School Snacks		
	Lunch	Regular	Severe Need	Regular	Severe Need	Special Milk
Meals Served to Children						
Paid	221,790	13,183		0		0
Free	82,333	9,230	9,230	0	0	0
Reduced	27,474	1,295	1,295	0		
Totals	331,597	23,708	10,525	0	0	0

		Breakfast		After School Snacks		
	Lunch	Regular	Severe Need	Regular	Severe Need	Special Milk
Eligible Children						
Paid	21,699	0				
Free	4,333	0	614	0	0	
Reduced	1,723	0	215	0		
Totals	27,755	0	1,699	0	0	

		Breakfast		After School Snacks		
	Lunch	Regular	Severe Need	Regular	Severe Need	Special Milk
Program Information						
Sites Claimed	52	6	6	0	0	
Days Meals or Milk Served	1,001	120	0	0	0	
Enrollment	27,755	0	1,699	0	0	

Figure 147: Pennsylvania State Claim Report

South Dakota State Child and Adult Claim

The South Dakota State Child and Adult Claim Report option is a report specific to schools in the state of South Dakota. The system generates the report for a single site or a site group.

Follow these steps when generating the **South Dakota State Child and Adult Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **South Dakota State Child and Adult Claim Report** option. The set up window appears.

Figure 146: South Dakota State Child and Adult Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in the **Begin Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001)

5 Complete the other fields.

- **Cash in Lieu.** Accept the setting in the **Cash in Lieu** field or click in the **Cash in Lieu** field and enter the desired amount for the report.

6 Click on the **Submit** button. The **South Dakota State Child and Adult Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

CLAIM FOR REIMBURSEMENT

Office of Finance and Management
Department of Education
700 Governors Drive
Pierre, SD 57501-2291
Phone: 605-773-3248 Fax: 605-773-6139

CHILD AND ADULT CARE FOOD PROGRAM
CHILD AND ADULT CARE CENTERS
ALL

Local Agency Name Datafutures School District DFI031 Claim for Month of October Yr 2004

Mailing Address 416 Skidmore Dr Site Type: Children Center Adult Center

Town Harlan State KY Zip 40831 Outside School Hours Head Start

Phone No. 606-555-1212 FAX 606-573-3818 Check one: ( ) Original ( ) Revision

PART A General Information

Enrollment	Total	0	Number of Centers	Regular	51
	Area Eligible	0		Area Eligible	6
Approved Free		0	Number of Days Served	0	ADA 0
(Only sites not area eligible)			License Capacity		ADP 0
Approved Reduced		0			

PART B Reimbursement **MEALS X RATE = REIMBURSEMENT**

1. Breakfast

Paid	(1a)	X	= $	
Free	(1b)	X	= $	
Reduced	(1c)	X	= $	
Total Breakfast	(1d)		(1e) $	

2. Lunch

Paid	(2a)	0 X	0.00 = $		0.00
Free	(2b)	0 X	0.00 = $		0.00
Reduced	(2c)	0 X	0.00 = $		0.00
Total Meals	(2d)	0			
Cash in Lieu (2e=2d)	(2e)	0 X	.1725 = $		0.00
Total Lunch Reimbursement				(2f) $	0.00

3. Supper

Paid	(3a)	X	= $	
Free	(3b)	X	= $	
Reduced	(3c)	X	= $	
Total Meals	(3d)			
Cash in Lieu (2e=2d)	(3e)	X	= $	
Total Supper Reimbursement			(3f) $	

4. Supplement

Paid	(4a)	0 X	0.00 = $		0.00
Free	(4b)	0 X	0.00 = $		0.00
Reduced	(4c)	0 X	0.00 = $		0.00
All Free (Area Eligible)	(4d)	0 X	0 = $		0.00
Total Supplements	(4e)	0		(4f) $	0.00

5. Total Reimbursement (add Breakfast, Lunch, Supper and Supplement Totals) (1e+2f+3f+4f) = $ 0.00

PART C Title XX Certification (For Profit Centers Only)

The institution certifies that **at least** 25% of enrolled participants or licensed capacity, whichever is less, during this reporting mor
received Title XX payments were eligible for Free or Reduced Price (F/RP) meals.

This is to notify you that the institution had **less than** 25% of enrolled participants or licensed capacity, whichever is less, eligi
F/RP meals **and** received Title XX payments of **less than** 25% of enrolled participants, or 25% of licensed capacity, whichever is
during this reporting month.

Total Enrollment: Licensed Capacity: # of Title Participants: # of F/RP Participants:

I hereby certify that to the best of my knowledge and belief this Claim for Reimbursement is true and correct in all respects; that r
available to support the claims; that it is in accordance with the terms of the existing agreement; and that payment has not been rec

By _____ Title_____ Date _____

All receipts, invoices and other evidence of purchase must be retained for 3 years for future audit. All claims must be on a calend
basis except for months when meals are served for ten days or less.

Figure 147: South Dakota State Child and Adult Claim Report

South Dakota State Lunch Claim

The South Dakota State Lunch Claim Report option is a report specific to schools in the state of South Dakota. The system generates the report for a single site or a site group.

Follow these steps when generating the **South Dakota State Lunch Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **South Dakota State Lunch Claim Report** option. The set up window appears.

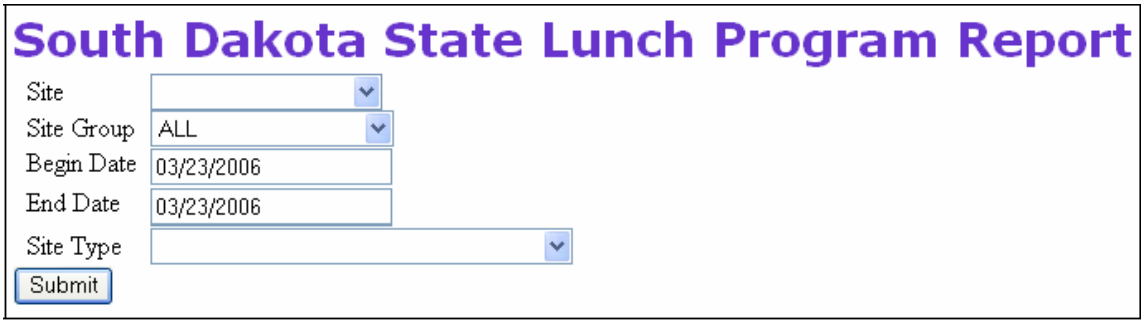


Figure 146: South Dakota State Lunch Claim Report

3 Select a site or site group.

• Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

• Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in the **Begin Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001)

5 Complete the other fields.

• **Site Type.** If the **Site Type** field is blank, all programs are included in the report. To select a program, click on the drop down box and select the desired **Site Type** from the list that appears.

6 Click on the **Submit** button. The **South Dakota State Lunch Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

CLAIM FOR REIMBURSEMENT

Office of Finance and Management
Department of Education
700 Governors Drive
Pierre, SD 57501-2291
Phone: 605-773-3248 Fax: 605-773-6139

NATIONAL SCHOOL LUNCH PROGRAM ALL

Local Agency Name: Datafutures School District DFI031 Claim for Month of October Yr 2004
Mailing Address: 416 Skidmore Dr Site Type: School-Public
Town: Harlan State: KY Zip: 40831
Phone No.: 606-555-1212 FAX: 606-573-3818 Check one: ( ) Original ( ) Revision

1. General Information - Lunch

Enrollment	28,089	Number of Centers	52
Number of Days Served	20	*ADA 510	*ADP 331
Approved Free	4,510	Approved Reduced	1,767

2. NSLP LUNCH: Meals x Rate of Reimbursement = NSLP Reimbursement

Regular Lunch							Specially Needy Lunch						
Paid	(a)	221,790	x (b)	0.22	= (c) $	49,607.31	Paid	(m)	11,246	x (n)	0.23	= (o) $	2,584.04
Free	(d)	82,333	x (e)	2.22	= (f) $	182,831.04	Free	(p)	37,778	x (q)	2.20	= (r) $	83,184.00
Reduced	(g)	27,474	x (h)	1.83	= (i) $	50,239.55	Reduced	(s)	9,398	x (t)	1.81	= (u) $	16,996.05
SFSP Lunch	(j)		x (k)		= (l) $		SFSP Lunch	(v)		x (w)		= (y) $	
TOTAL LUNCH REIMBURSEMENT							(c +f +i +l) or (o +r +u +y)				=	$	282,677.90

3. (a) Number of Food Service Employee meals — Lunch: 3,366
(b) Number of Adult meals (excluding those counted in (a)) — Lunch: 754
(c) A la Carte & Second Meal Equivalency (includes both lunch & supplement a la Carte): 119,996

4. GENERAL INFORMATION - Supplements

Enrollment:	Total	Enrollment:	Area Eligible
Number of Centers:	Regular	Number of Centers:	Area Eligible
Number of Days Served		*ADA	*ADP
Approved Free		Approved Reduced	
(Only sites which are not area eligible)		License Capacity	

5. NSLP SNACKS AFTER SCHOOL Meals x Rate of Reimbursement = NSLP Reimbursement

Paid	(a)	x	(b)	=(c)	$	
Free	(d)	x	(e)	=(f)	$	
Reduced	(g)	x	(h)	=(i)	$	
All Free (Area eligible)	(j)	x	(k)	=(l)	$	
SFSP Lunch	(m)	x	(n)	=(o)	$	
TOTAL SNACKS REIMBURSEMENT	(c + f +i +l +o)	=	$			

6. TOTAL REIMBURSEMENT (Total from Part 2 & Total Part 5) $ 282,677.90

I hereby certify that to the best of my knowledge and belief this Claim for Reimbursement is true and correct in all respects; that records ar support the claims; that it is in accordance with the terms of the existing agreement; and that payment has not been received.

By _____ Title_____ Date_____
Authorized Representative

All receipts, invoices and other evidence of purchase must be retained for 3 years plus current year for future audit. All claims must be on month basis except for months when meals are served for ten days or less.

Figure 147: South Dakota State Lunch Claim Report

South Dakota State Breakfast Claim

The South Dakota State Breakfast Claim Report option is a report specific to schools in the state of South Dakota. The system generates the report for a single site or a site group.

Follow these steps when generating the **South Dakota State Breakfast Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **South Dakota State Breakfast Claim Report** option. The set up window appears.

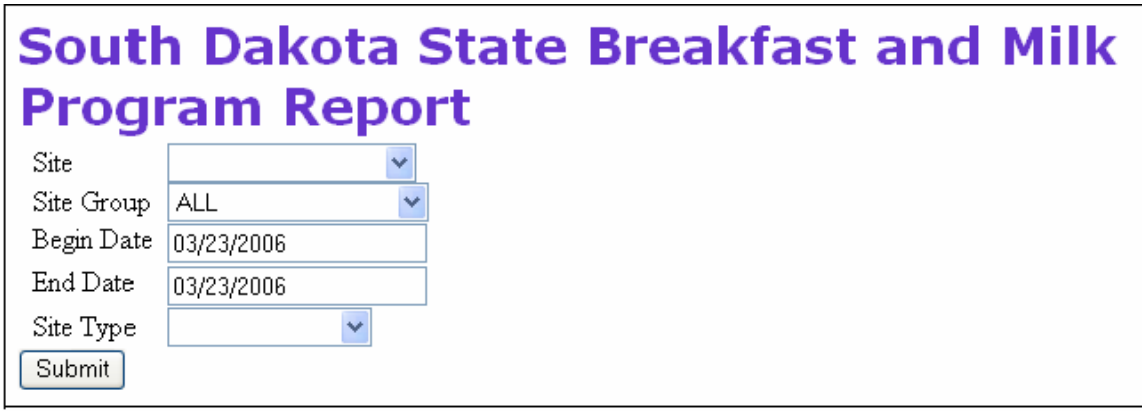


Figure 146: South Dakota State Breakfast Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Begin Date** and **End Date** field (current day) or click in the **Begin Date** and **End Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2001 would be entered as 06/19/2001)

5 Complete the other fields.

- **Site Type.** If the **Site Type** field is blank, all programs are included in the report. To select a program, click on the drop down box and select the desired **Site Type** from the list that appears.

6 Click on the **Submit** button. The **South Dakota State Breakfast Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

7 To print the report, click on the **Print** icon.

8 The report resembles the figure below.

CLAIM FOR REIMBURSEMENT

Office of Finance and Management
Department of Education
700 Governors Drive
Pierre, SD 57501-2291
Phone: 605-773-3248 Fax: 605-773-6139

SCHOOL BREAKFAST PROGRAM
SPECIAL MILK PROGRAM
ALL

Local Agency Name: Datafutures School District DFI031 Claim for Month of: October Yr 2004
Mailing Address: 416 Skidmore Dr Site Type: School-Public
Town: Harlan State: KY Zip: 40831
Phone No.: 606-555-1212 FAX: 606-573-3818 Check one: ( ) Original ( ) Revision

1. School Breakfast	Regular					Severe Need Breakfasts					
Enrollment	0	*ADA	0	*ADP	192	Enrollment	95,561	*ADA	815	*ADP	99
Number of Centers	6	# Days Served			20	Number of Centers	6	# Days Served			20
Approved Free	0	Approved Reduced			0	Approved Free	45,758	Approved Reduced			13,073

2. Meals x Rate of Reimbursement = Breakfast

REGULAR BREAKFAST

Regular Paid	(a)	13,183	x	(b)	0.37	= (c)	$	4,819.69
Regular Free	(d)	8,315	x	(e)	1.37	= (f)	$	11,354.96
Regular Reduced	(g)	1,549	x	(h)	1.07	= (i)	$	1,650.59
SFSP Breakfast	(j)		x	(k)		= (l)	$	

SEVERE NEED BREAKFAST

Severe Need Paid	(m)	918	x	(n)	0.37	= (o)	$	335.25
Severe Need Free	(p)	9,230	x	(q)	1.58	= (r)	$	14,510.33
Severe Need Reduced	(s)	1,295	x	(t)	1.30	= (u)	$	1,681.61
SFSP Breakfast	(v)		x	(w)		= (x)	$	
TOTAL BREAKFAST REIMBURSEMENT		(c +f +i +l +o +r +u +x)				=	$	34,382.43

3. (a) Number of Food Service Employee meals		Breakfast	49
(b) Number of Adult meals (excluding those counted in (a))		Breakfast	15
(c) A la Carte & Second Meal Equivalency		Breakfast	16

4. GENERAL INFORMATION - SPECIAL MILK PROGR

Approved Free	Enrollment	# of Days Served	# of sites

5. SPECIAL MILK PROGRA Meals x Rate of Reimbursement = Special Milk Reimburse

(a) Regular Rate *	(a1)	x	(a2)	=	(a3)	$	
(b) Average Cost Rate **	(b1)	x	(b2)	=	(b3)	$	

TOTAL SPECIAL MILK REIMBURSEMENT CLAIMED (a3 + b3) = $

* Applies to Nonpricing, Option 1 and regular priced milk Option 2.
** Applies to Free milk Option 2 only.

6. TOTAL REIMBURSMENT (Total from Part 2 & Part 5 $ 34,382.43

I hereby certify that to the best of my knowledge and belief this Claim for Reimbursement is true and correct in all respects; that records are support the claims; that it is in accordance with the terms of the existing agreement; and that payment has not been received.

By _____ Title_____ _____ ___Date_____
Authorized Representative

All receipts, invoices and other evidence of purchase must be retained for 3 years plus current year for future audit. All claims must be on a month basis except for months when meals are served for ten days or less.

Figure 147: South Dakota State Breakfast Claim Report

Tennessee State Claim Report

The Tennessee State Claim Report option is a report specific to schools in the state of Tennessee. The system generates the report for a single site or a site group.

Follow these steps when generating the **Tennessee State Claim Report**.

1 From the SiteManager Main Menu click on the **POS Data Management** heading. Locate and click on the **Claim Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Tennessee State Claim Report** option. The set up window appears.

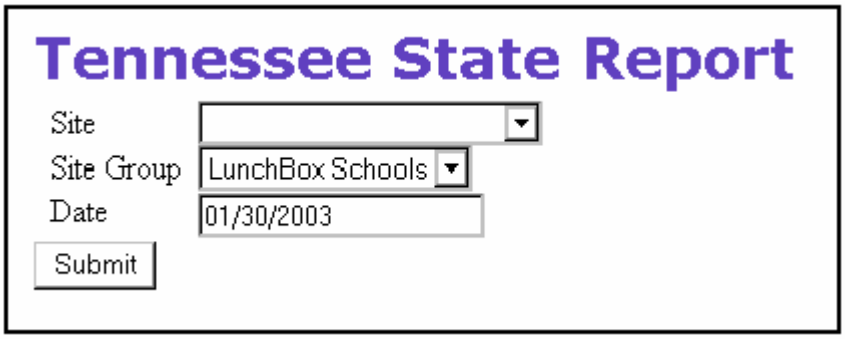


Figure 148: Tennessee State Claim Report

3 Select a site or site group.

- Click on the drop down box for the **Site** field and select a site. Any selection in this field takes precedence over any setting in the **Site Group** field.

or

- Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (August 19, 2002 would be entered as 08/19/2002).

5 Click on the **Submit** button. The **Tennessee State Claim Report** preview appears. To review the options that are available on the preview screen that appears, refer to the heading **Print Preview Features** at the end of this chapter

6 To print the report, click on the **Print** icon.

7 The report resembles the figure below.

AI-IS-213
ED2186

TENNESSEE DEPARTMENT OF EDUCATION
SCHOOL NUTRITION PROGRAM

SCHOOL LUNCH/BREAKFAST
CLAIM FOR REIMBURSEMENT
SYSTEM PARTICIPATION DATA

TENNESSE E DEPARTMENT OF EDUCATION
SCHOOL NUTRITION PROGRAM
6TH FLOOR, ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0389

SCHOOL SYSTEM NUMBER: 1
SCHOOL SYSTEM NAME : Datafiitures School District
SCHOOL SYSTEM ADDRESS: 416 Skidmore Dr
PERSON PREPARING CLAIM: 1
TELEPHONE/FAX NUMBER TELE: 606-555-1212 FAX: 606-573-3818
MONTH OF OPERATION 10
SCHOOL YEAR 2004 - 2005

☐ Amended
Claim Dat
3/23/2006 2:04:10PM

1. GENERAL DATA	LUNCH	BREAKFAST	SNB	Reg. SNACK	AtRisk SNACK
(a) NUMBER OF SCHOOLS PARTICIPATING	52	6	6	0	0
(b) NUMBER OF DAYS MEALS SERVED	17	20	0	0	0
(c) AVERAGE DAILY PARTICIPATION	30,066.00	0.00	4,687.00	0.00	0.00
(d) AVERAGE DAILY ATTENDANCE	19,505.00	1,152.00	572.00	0.00	0.00
(e) NUMBER OF FREE ELIGIBLES	4,333				
(f) NUMBER OF REDUCED ELIGIBLES	1,723				
(g) NUMBER OF PAID ELIGIBLES	21,699				

2. LUNCH PARTICIPATION AND REIMBURSEMENT: STUDENTS

(a) FREE LUNCHES	82,333	X	$ 2.2200	=	$ 2,831.0400		LUNCH
(b) REDUCED LUNCHE	27,474	X	$ 1.8300	=	$ 0,239.5500		REIMBURSEMENT
(c) PAID LUNCHES	221,790	X	$ 0.2200	=	$ 9,607.3100	$	282,677.90
(d) TOTAL LUNCHES	331,597						

3. BREAKFAST PARTICIPATION AND REIMBURSEMENT: STUDENTS

(a) FREE BREAKFASTS	8,315	X	$ 2.8500	=	$ 3,721.8500		
(b) REDUCED BREAKFASTS	1,549	X	$ 1.9500	=	$ 3,023.0800		
(c) PAID BREAKFASTS	13,183	X	$ 0.3900	=	$ 5,154.9400		BREAKFAST
(d) FREE BREAKFASTS (SEVERE)	9,230	X	$ 1.5800	=	$ 4,540.3300		REIMBURSEMENT
(e) REDUCED BREAKFASTS (SEVERE)	1,295	X	$ 1.3000	=	$ 1,681.6100		
(f) PAID BREAKFASTS (SEVERE)	918	X	$ 0.3700	=	$ 335.2500	$	48,457.06
(g) TOTAL BREAKFASTS	34,490						

4. SNACK PARTICIPATION AND REIMBURSEMENT: STUDENTS

(a) FREE REGULAR SNACKS	0	X	$ 0.0000	=	$ 0.0000		
(b) REDUCED REGULAR SNACKS	0	X	$ 0.0000	=	$ 0.0000		SNACK
(c) PAID REGULAR SNACKS	0	X	$ 0.0000	=	$ 0.0000		REIMBURSEMENT
(d) ATRISK SNACKS	0	X	$ 0.0000	=	$ 0.0000		0.00

5. TOTAL REIMBURSEMENT (4515) $ 331,134.96

6. TOTAL INCOME/EXPENDITURES THIS MONTH	TOTAL INCOME	TOTAL EXPENDITURE	SNB EXPENSE	SURPLUS/DEFICIT

I certify that the above information is true and correct ; the operation of the program was in accordance with the agreement and application; the claim is just and correct; the records required by the agreement are on file to substantiate this claim.

Note:

Name of Authorized Representati | Entry Date | Schedule ID | Schedule Date

Figure 149: Tennessee State Claim Report

Print Preview Features

Whenever the user clicks on the **Submit** button on a setup screen for a report, the print preview screen appears with the report. In the example below, the system displays the print preview screen for the **Reimbursement Due Report**.

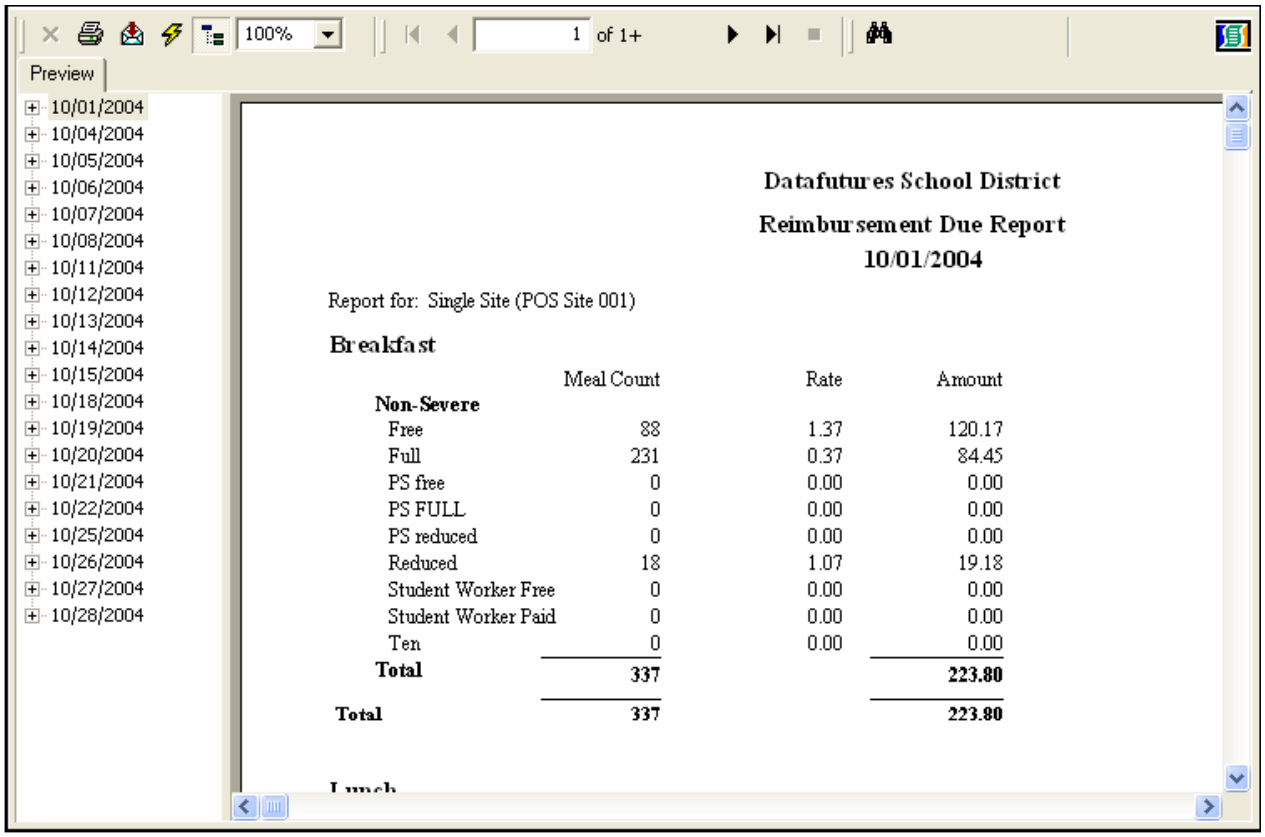
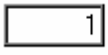
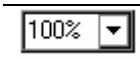


Figure 150: Print Preview Screen for Reimbursement Due Report

For this report, there is data available for multiple days. To preview the report data for any other day, click on any of the dates listed in the column on the right side of the screen. The preview screen alters to display the data for the new date.

Use any of the icons in the toolbar along the top of the screen.

Icon	Description
	Close. Click this button to close the print preview screen. Or simply click on the desired option in the menu on the right side of the screen to return to SiteManager.
	First Page. Click on this icon to return to the first page of the report.
	Previous Page. Click on this icon to return to the previous page of the report.
	**Number of Pages**. This field displays the current page number of the report.
	Next Page. Click on this icon to advance to the next page of the report.

	Last Page. Click on this icon to advance to the last page of the report.
	Stop Loading. Click on this icon to stop the system from loading the rest of the report.
	Print. Click on this icon to print the report. The Printer dialog box appears.
	Refresh. Click on this icon to refresh the image.
	Toggle Group Tree. Click on this icon to hide or to display the Group Tree along the left side of the screen.
	**Display Size**. Click on this drop down box to select a different size for the image on the display.
	Search. Type a key word to search for or click on the drop down box and select a key word. Then click on the **Search** icon to search for this key word in the report.

Print Preview without Expanded Group Tree

When the user clicks on the Toggle Group Tree icon to hide the expanded group tree, the image alters to resemble the following figure.

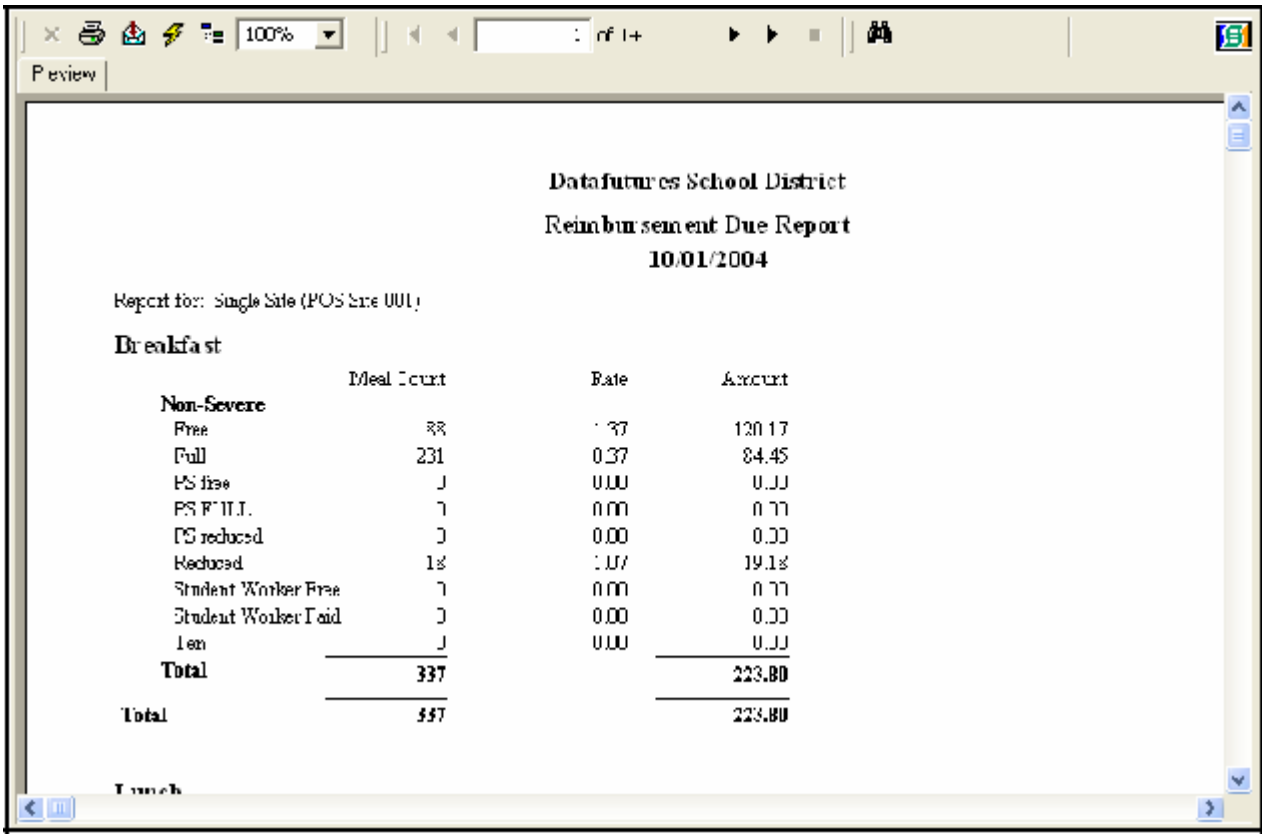


Figure 151: Reimbursement Due Report

Aggregate Options in Reports

Five of the SiteManager Reports allow the user to aggregate (combine) figures in reports.

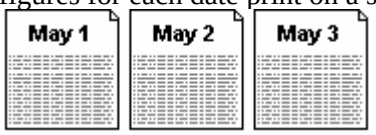
Aggregate by Group: In the four reports that allow aggregating by group…

When the setting for Aggregate Group is **False**, figures from each site in the group print on a separate page.

When the setting for Aggregate Group is **True**, figures from each site are totaled and printed on a single page.

Aggregate by Date: In the one report that allows aggregating by date…

When the setting for Aggregate by Date is **False**, figures for each date print on a separate page.



When the setting for Aggregate by Date is **True**, figures from each date are totaled and printed on a single page.

Aggregate by Site and/or Date: In the three reports that allow aggregating by site and/or date…

When the setting for Aggregate Group is **False** and the setting for Date is **False**, the figures for each date for each site are printed on separate pages.

When the setting for Aggregate Group is **True** and the setting for Date is **True**, all figures for each site and date are totaled and printed on a separate page.

When the setting for Aggregate Group is **False** and the setting for Aggregate by Date is **True**, the figures for each date are totaled but print by site on separate pages.

When the setting for Aggregate Group is **True** and the setting for Aggregate by Date is **False**, the figures for each group are totaled, but print by date, on separate pages.

Free and Reduced

Overview

This SiteManager application provides the user with the means for managing Free and Reduced applications for the participants at different sites.

The Free and Reduced options provide:

- Add and maintain applications for participants.
- Apply ‘end of year’ procedures.
- Maintain form letters that are used with participants.
- Reports on applications, participants, form letters, and changes.

Access Free and Reduced Menu

Complete the following steps to access the options under the **Free and Reduced** heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to **Chapter 1 Introduction and Main Menu** for more information.

2 From the SiteManager Main Menu, click on the **Free and Reduced** heading.

3 The list of options is shown below.

- Applications
- Income Eligibility Guidelines
- End of Year
- Form Letters Maintenance
- Status Translation
- Reports
    - Application Listing
    - Application History
    - Form Letters
    - Form Letter Labels

4 The options under the heading **Free and Reduced** are available in SiteManager. Each option is documented in this chapter.

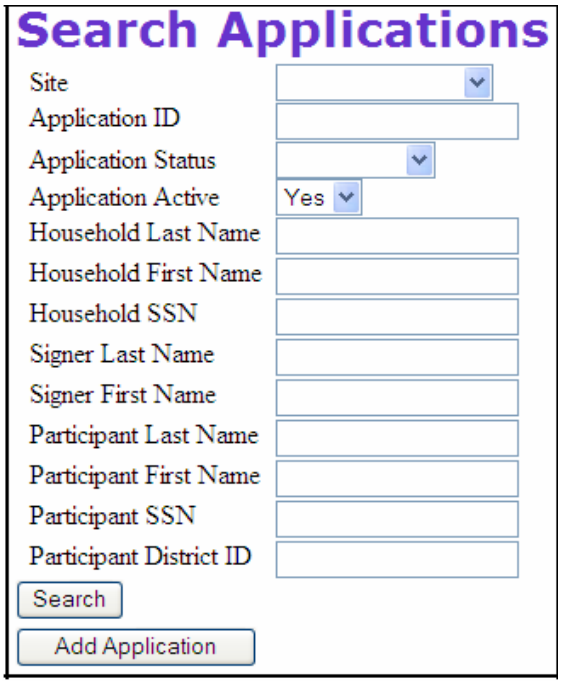
Applications

This option allows the user to maintain the Free and Reduced applications in the system.

Note: Through this option, the user can add additional participants (students) and household members to existing applications.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Application**. The following screen appears.



3 On this screen, the user can:

- Access and maintain applications for the Free and Reduced program. Refer to the heading **Access and Maintain Applications**.
  - Edit information on existing applications.
  - Add or delete participants from an existing application.
  - Add or delete household members from an existing application.
- Add another application for Free and Reduced program. Refer to the heading **Add Application** later in this chapter.

Access and Maintain Applications

The user can access existing applications in the Free and Reduced program. Complete the following steps to access the applications and to maintain all portions of the application.

1 On the Search Applications screen, set search criteria in the following fields to locate the desired applications.

- **Site**. Click on the drop down box and select the desired site. Leave this field blank to include all applications.
- **Application ID**. Type the desired application ID in the field, or leave this field blank to include all applications.

Online Application ID. Type the desire application ID in the field, or leave this field blank to include all applications.

Scanned Application ID. Type the desire application ID in the field, or leave this field blank to include all applications.

Scanned Batch Number. Type the desire batch number in the field, or leave this field blank to include all applications.

• **Application Status**. Click on the drop down box and select the desired status (Denied, Free, Reduced).

• **Application Active**. Accept the default setting (**Yes**), or click on the drop down box and select another setting. The other options are **No** and **Blank**. The blank option includes all applications in the search.

• **Household Last Name**. Type the last name of the desired head of household, or leave this field blank to include all applications.

• **Household First Name**. Type the first name of the desired head of household, or leave this field blank to include all applications.

• **Household SSN**. Type the social security number of the desired head of household, or leave this field blank to include all applications.

• **Signer Last Name**. Type the last name of the desired signer, or leave this field blank to include all applications.

• **Signer First Name**. Type the first name of the desired signer, or leave this field blank to include all applications.

• **Participant Last Name**. Type the last name of the desired participant, or leave this field blank to include all applications.

• **Participant First Name**. Type the first name of the desired participant, or leave this field blank to include all applications.

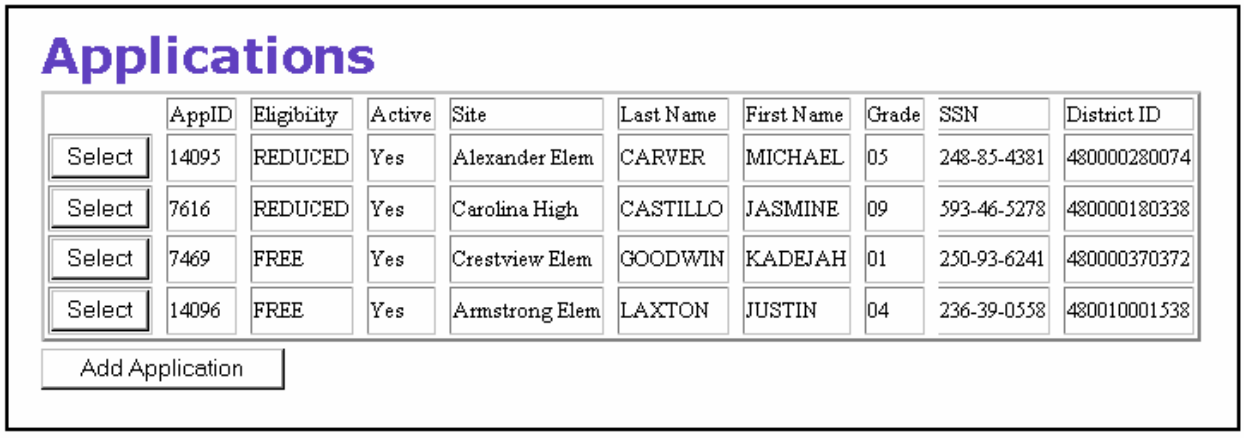
• **Participant SSN**. Type the social security number of the desired participant, or leave this field blank to include all applications.

• **Participant District ID**. Type the district ID of the desired participant, or leave this field blank to include all applications.

Online Applications Only. Select from the drop down, YES or No

2 When the settings are complete, click on the **Search** button.

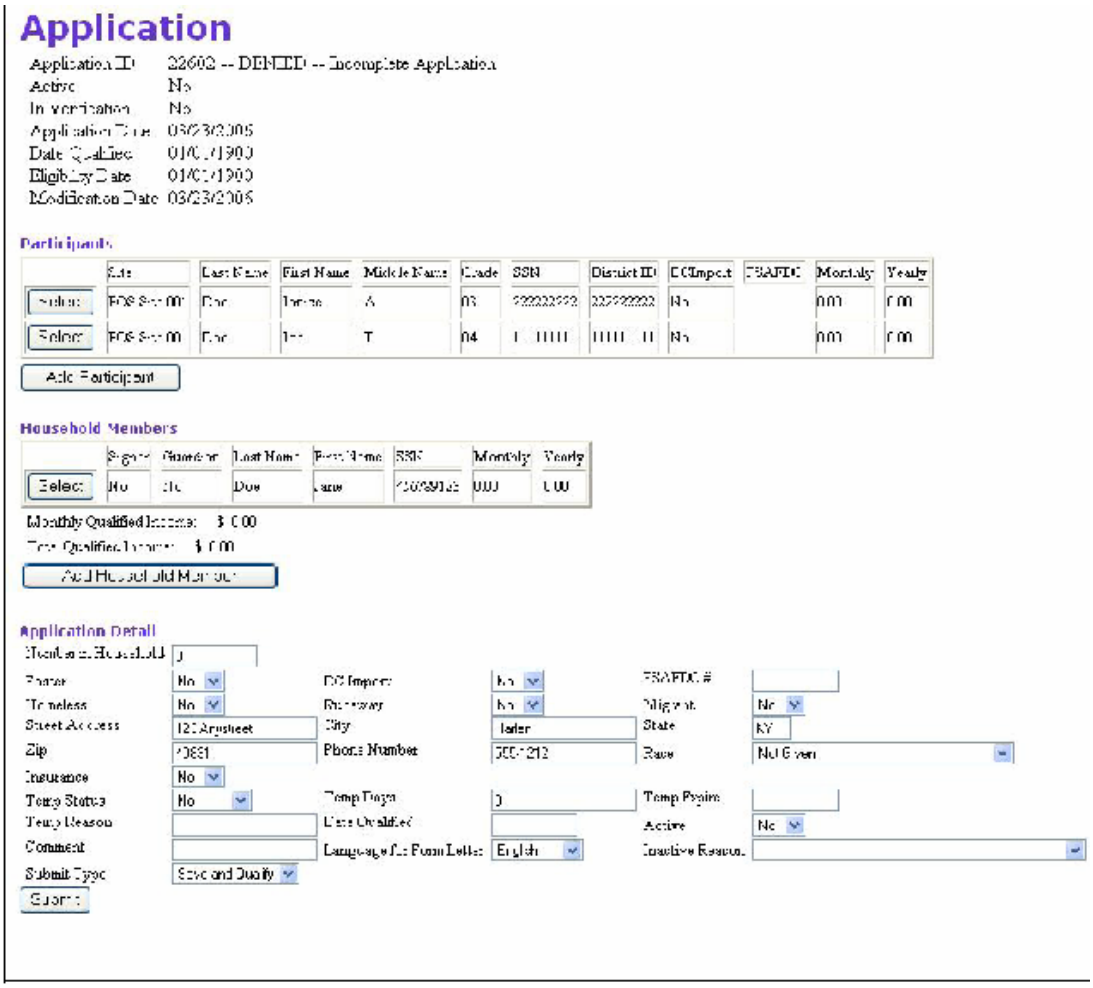
3 The system displays the results of the search on the following screen.



4 On this screen, the user can:

- Locate the desired application and access the form to make alterations.

5 Click on the **Select** button for the desired application. The application displays on the screen.

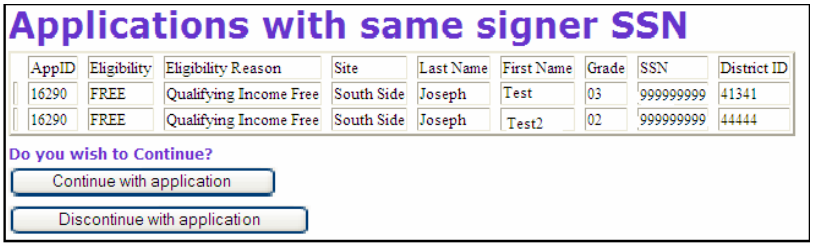


6 On this screen, the user can:

- Add additional participants to the application.
- Review the information on the existing participant.
- Delete an existing participant.
- Add another household member to the application.
- Review the information on existing household members on the application.
- Delete household members from the application.
- Review and edit the application detail fields.

Note When adding an application if the signer has the same ssn as one that already exists and Global Setting 9038 Activate Synchronization Screen is set to True then:

- A screen pops up as soon as the signer is added as a household member. In this screen you can either “Continue with application” or “Discontinue with application”.



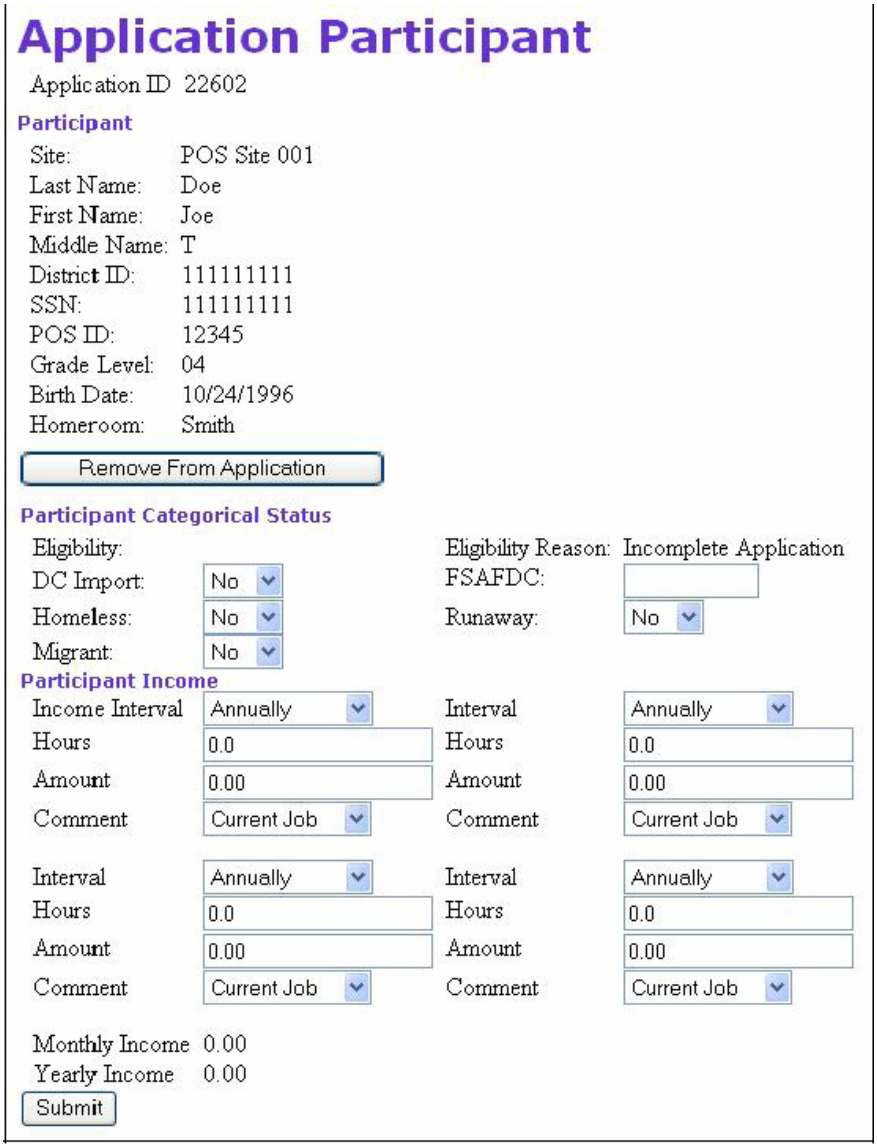
- An application sync screen will appear when Submit is clicked. This is to keep all the applications with the same signer in sync.

Review or Delete Participant

Complete the following steps to review the information on the existing participant on the application, or to delete a participant from the application.

1 Locate the desired record on the application. Click on the **Select** button for the participant on the **Select** button for the field for the participant.

2 The Application Participant window appears.



3 On this screen, the user can review or edit this information and return to the previous screen,

4 Delete this participant from the application by clicking on the **Remove From Application** button. The application screen appears again without the deleted participant.

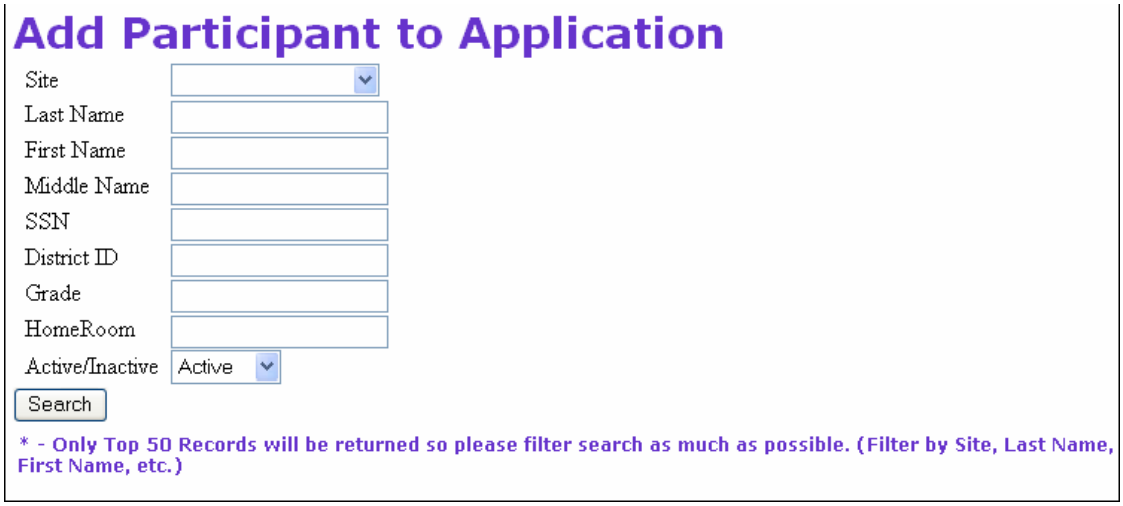
Note: It is not possible to delete the only participant on an application.

Add Participant to Application

Complete the following steps to add another participant to the application.

1 Click on the **Add Participant** button for the field for the participant.

2 The Add Participant to Application window appears.

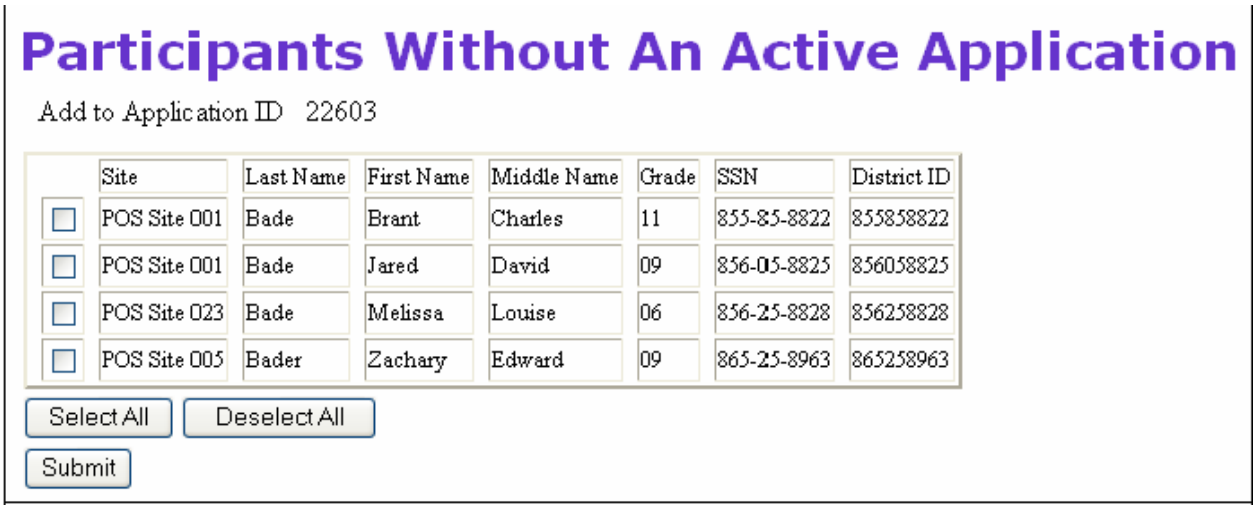


3 Complete the fields to search for the new participant to add to the application.

- **Site**. Click on the drop down box and select the desired site, or leave this field blank to include all applications.
- **Last Name**. Type the last name of the participant, or leave this field blank to include all applications. .
- **First Name**. Type the first name of the participant, or leave this field blank to include all applications. .
- **Middle Name**. Type the first name of the participant, or leave this field blank to include all applications. .
- **SSN**. Type the social security number of the participant, or leave this field blank to include all applications. .
- **District ID**. Type the district ID of the participant, or leave this field blank to include all applications. .
- **Grade**. Type the grade of the participant, or leave this field blank to include all applications. .
- **Homeroom**. Type the homeroom of the participant, or leave this field blank to include all applications. .
- **Active/Inactive**. Accept the default setting (Active) or click in the drop down box and select another setting.

4 When the fields are complete, click on the **Search** button.

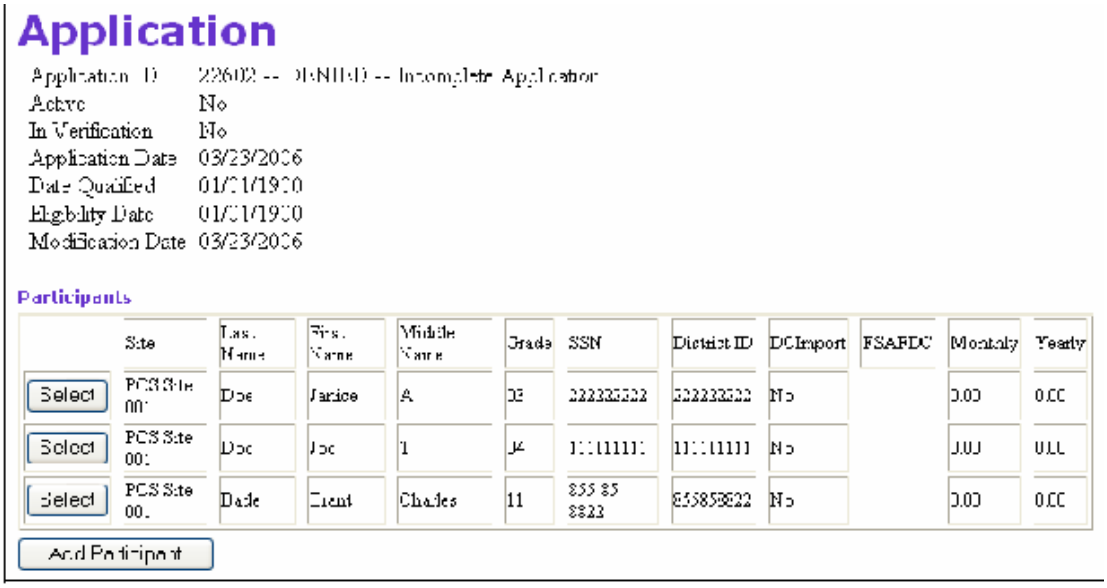
5 The results of the search criteria display on the Participant List. Only participants not associated with an active application are listed.



6 On this screen, the user can:

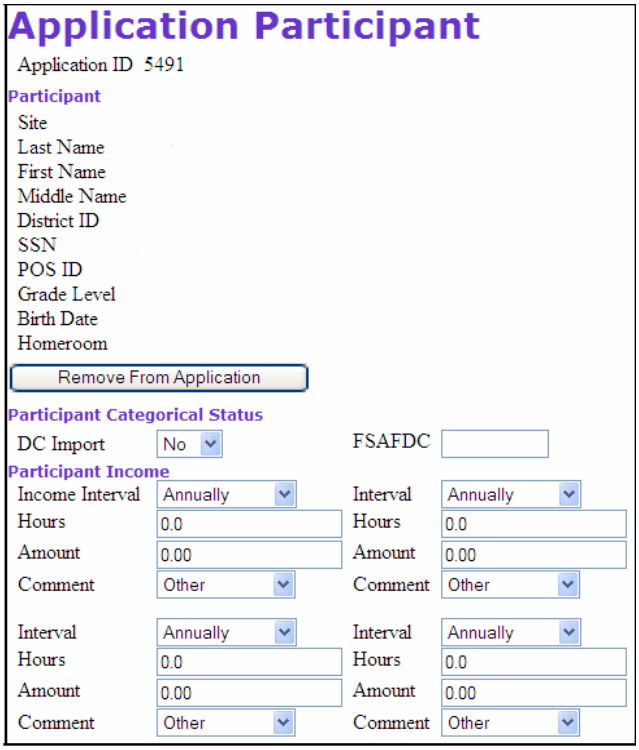
- Locate and select the desired participant(s) by clicking in the box to the left of their Site. The **Select All** and **Deselect All** buttons will place a check in or remove the check from all boxes on this screen. Then click on the **Submit** button to add all participants with a check in their box to the application.
- Click on the **Back** button to return the search screen and select different criteria.

7 After the **Submit** button is clicked the application is displayed with the new participant included in the table under Participants on the application.



8 Select the new participant from the application to update the participant's categorical status or participant's income.

Note: The Income Interval fields include the following choices: Annually, Bi-Weekly, Hourly, Monthly, Semi-Monthly, or Weekly

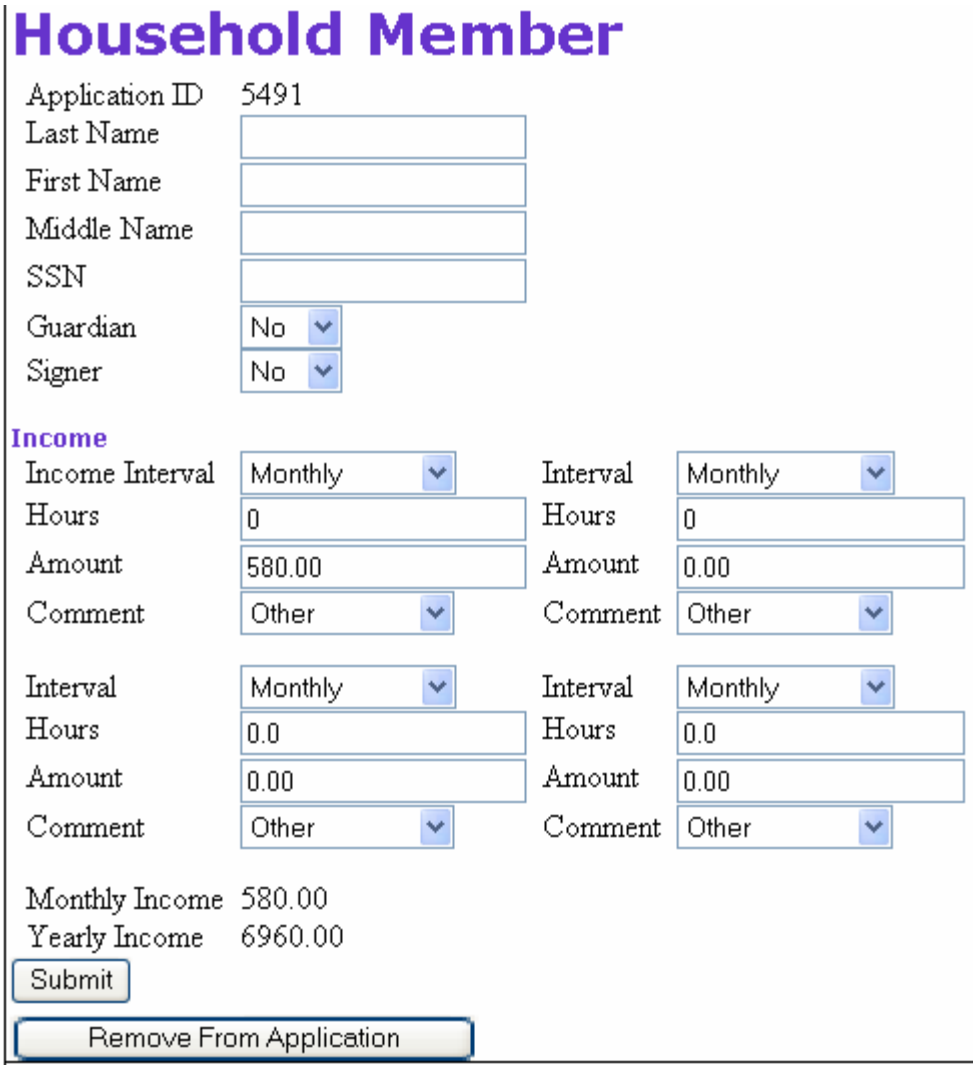


Modify or Delete Household Member

Complete the following steps to modify the record of a household member on the application, or to delete a household record from the application.

1 Locate the desired record on the application. Click on the **Select** button for the household member.

2 The Household Member window appears with the current record.



Note: The Income Interval fields include the following choices: Annually, Bi-Weekly, Hourly, Monthly, Semi-Monthly, or Weekly

3 Alter any of the fields as desired and then click on the **Submit** button. The changes are saved to the record and the user can make another selection.

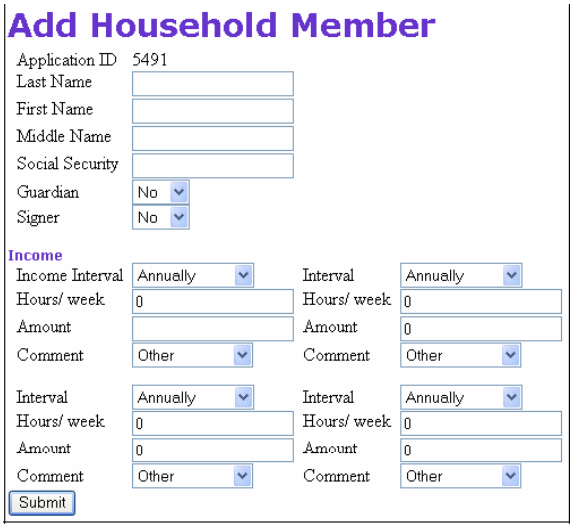
4 Delete the Household Member from the application by clicking on the **Remove From Application** button. The Application appears again without the household member listed.

Add Household Member

Complete the following steps to add another household member to the application.

1 Click on the **Add Household** button for the field for the participant.

2 The Household Member window appears.



3 Complete the fields to add another member of the household to the application.

- **Last Name**. Type the last name of the person.
- **First Name**. Type the first name of the person.
- **Middle Name**. Type the middle name of the person.
- **Social Security**. Type the social security number of the person. This field is required if the person is a 'signer'.
- **Guardian**. Accept the default setting (**No**) or click on the drop down box and select another setting.
- **Signer**. Accept the default setting (**No**) or click on the drop down box and select another setting.
- **Income Interval**. Accept the default setting (**Annually**) or click on the drop down box and select another interval. Options include Bi-weekly, Hourly, Monthly, Semi-Monthly and Weekly

Note If Hourly is selected then, the salary will be calculated based on the (Hours *Amount). If anything else is selected then the Hours field is ignored in the calculation and is based on the income interval and amount.

There can be up to 4 different incomes for each household member.

- **Hours**. Type the number of hours in the income interval that the person works or leave this field blank.
- **Amount**. Type the amount of income for the income interval.
- **Comment**. This field is optional.

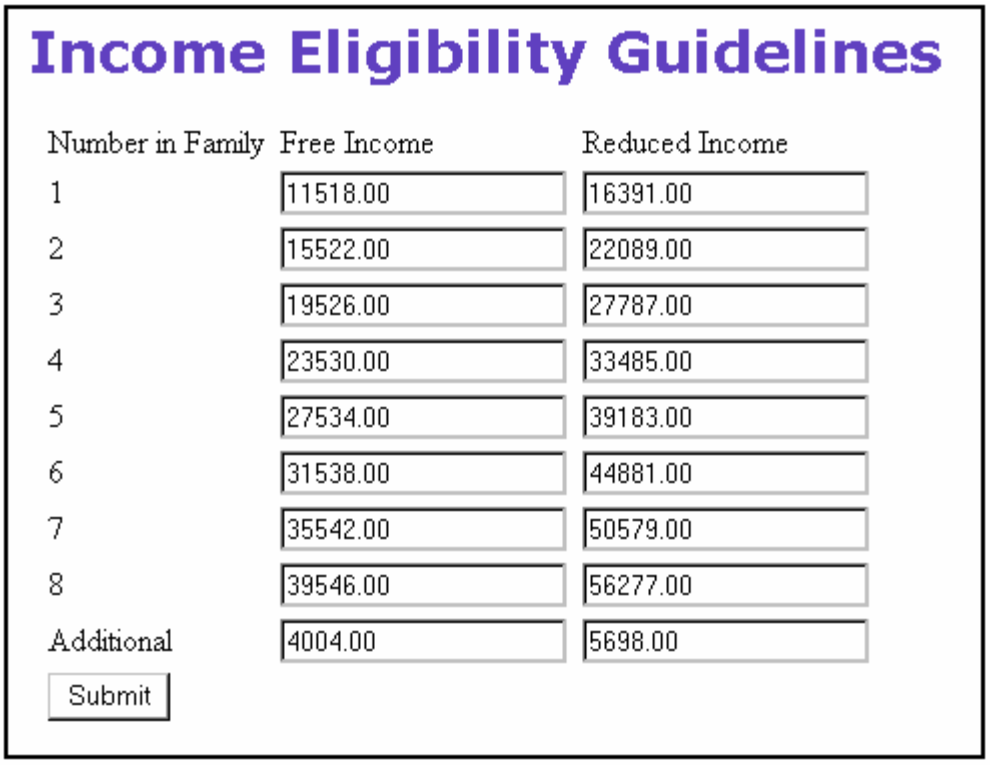
4 When the fields are complete, click on the **Add** button. The application appears again with the new record added to the list under the heading Household Members.

Income Eligibility Guidelines

Follow these steps to review the **Income Eligibility Guidelines** for the Free and Reduced program.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Income Eligibility Guidelines**. The following screen appears.



3 There are ten columns on this screen and nine settings under each column. The Number in Family settings cannot be altered. The settings under the columns Free Income and Reduced Income set the thresholds for qualifying for "Free, or Reduced" programs based on the family's annual income and the number of family members. In the example above, a family of four with an annual income under $23,530.00 would qualify for Free Lunches for the children in the school system.

Note: The field Additional provides a guideline for users when family members total more than eight (8). For each family member over eight, add the figure in this field to the amount in the annual income for eight (8) family members for the qualifying threshold.

4 Change the setting in any of the fields by typing the new dollar amount using the format **XXXXX**. For example, a new setting for $45,755.00 would be typed as **45755**.

5 When the settings are complete, click on the **Submit** button.

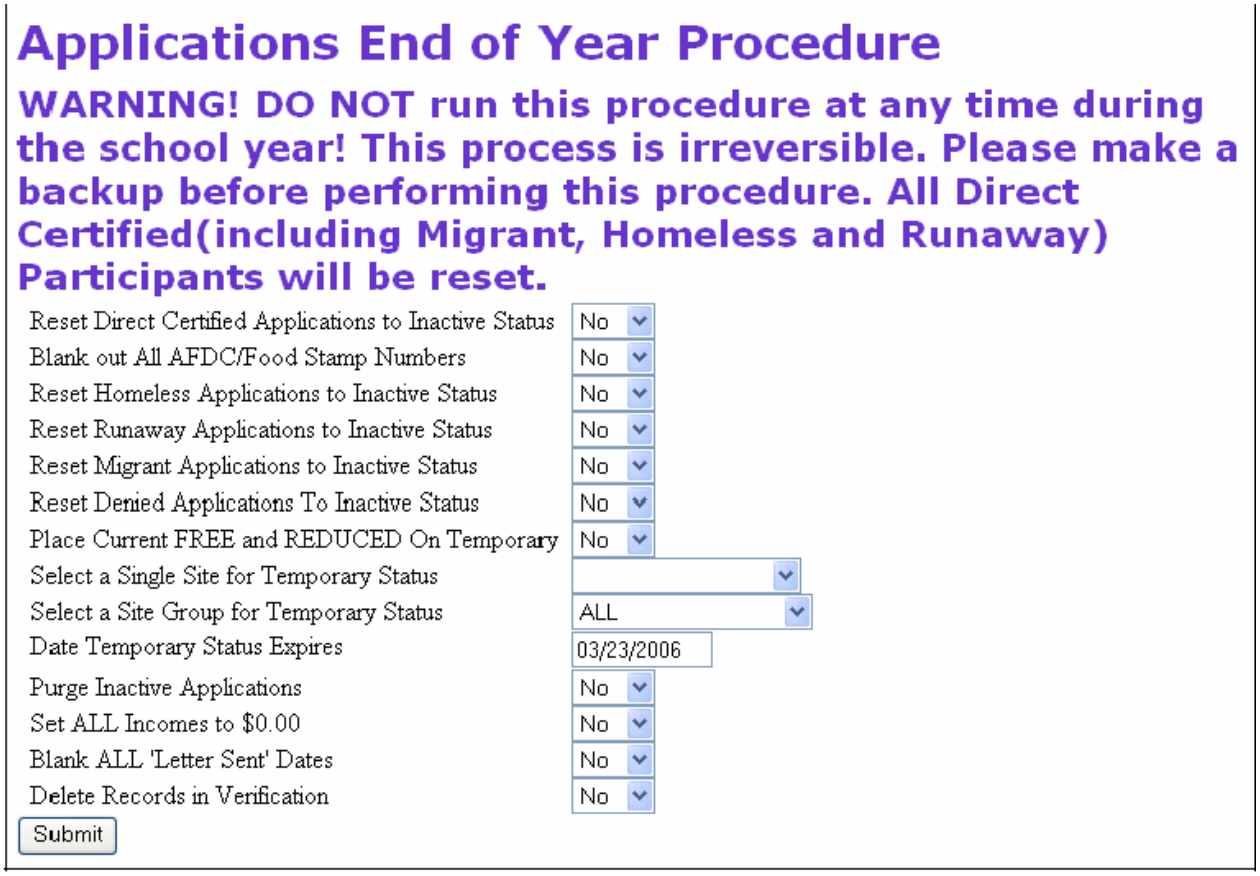
End of Year

Follow these steps to review the End of Year Procedures for the Free and Reduced program.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

Note: The procedures under this heading should NOT be performed except at the end of the school year. These procedures cannot be reversed. Do not perform this process until the end of the school year.

2 Click on **End of Year**. The following screen appears.


Applications End of Year Procedure
WARNING! DO NOT run this procedure at any time during the school year! This process is irreversible. Please make a backup before performing this procedure. All Direct Certified(including Migrant, Homeless and Runaway) Participants will be reset.
Reset Direct Certified Applications to Inactive Status
No
Blank out All AFDC/Food Stamp Numbers
No
Reset Homeless Applications to Inactive Status
No
Reset Runaway Applications to Inactive Status
No
Reset Migrant Applications to Inactive Status
No
Reset Denied Applications To Inactive Status
No
Place Current FREE and REDUCED On Temporary
No
Select a Single Site for Temporary Status
Select a Site Group for Temporary Status
ALL
Date Temporary Status Expires
03/23/2006
Purge Inactive Applications
No
Set ALL Incomes to $0.00
No
Blank ALL 'Letter Sent' Dates
No
Delete Records in Verification
No
Submit

3 Review settings for the following fields.

- **Reset Direct Certified Applications to Inactive Status**. This feature will change the status of Direct Certified Applications to ‘inactive’.
- **Blank out All AFDC/Food Stamp Numbers**. This feature will blank out all of the AFDC and Food Stamp numbers in applications.
- **Reset Homeless Applications to Inactive Status.** This feature will change the status of Homeless Applications to ‘inactive’.
- **Reset Runaway Applications to Inactive Status.** This feature will change the status of Runaway Applications to ‘inactive’.
- **Reset Migrant Applications to Inactive Status.** This feature will change the status of Migrant Applications to ‘inactive’.

• **Reset Denied Applications to Inactive Status**. This feature will change the status of 'denied' applications to 'inactive'.

• **Place Current FREE and REDUCED On Temporary**. This feature will change the current Free and Reduced records to 'temporary' status.

• **Select a Single Site for Temporary Status**. This feature allows the user to set an entire site to 'temporary' status. It would be used with none of the other fields set to Yes.

• **Select a Site Group for Temporary Status**. This feature allows the user to set an entire site group to 'temporary' status. It would be used with none of the other fields set to Yes.

• **Date Temporary Status Expires**. This feature sets the date that applications from the previous year which have been set to a Temporary status will expire and go to an eligibility of DENIED - Temporary Expiration. Type the date using the format MM/DD/YYYY.

• **Purge Inactive Applications**. This feature will purge from the system all of the inactive applications.

• **Set ALL Incomes to $0.00**. This feature will set all incomes in all records to $0.00.

• **Blank ALL "Letter Sent" Dates**. This feature will remove all dates concerning the letters sent to applicants.

• **Set all participants (on Inactive App and No App) to Denied**. This feature will change all participant records that are currently have an Inactive App and No App.

4 When all fields are set, click on the **Submit** button. The procedures that are enabled will process.

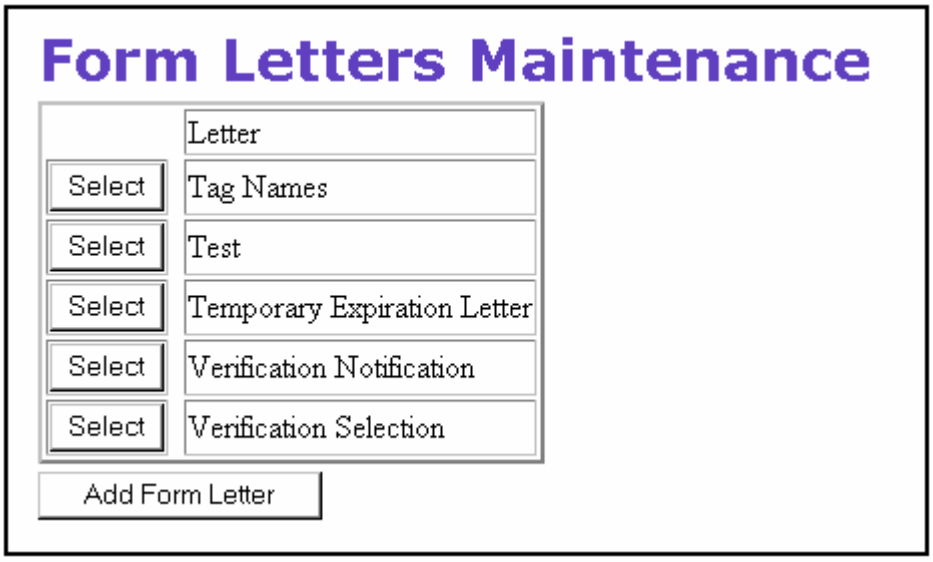
Note: These procedures CANNOT be reversed, or undone. Do not enable these features until the end of the school year.

Form Letters Maintenance

Follow these steps to maintain the Form Letters for the Free and Reduced program.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Form Letters Maintenance**. The following screen appears.



3 On this screen, the user can:

• Add a new form letter. Refer to the heading **Add Form Letter** later in this chapter for more information.

• Edit an existing form letter. Refer to the heading **Edit Form Letter** later in this chapter for more information.

• Delete an existing form letter. Refer to the heading **Delete Form Letter** later in this chapter for more information.

Note: A Form letter can contain up to 10 students from a family application if the "Print one Form Letter per Application" global setting is set to True. A setting of true prints one form letter per application, a setting of false will print multiple letters per application in a family application scenario.

Note: A Form letter can include signer information.

Available Tag Names

The following are the Tag Names available to be used on Form Letters:

ADDRESSLINE2	*MIGRANT*
ADVERSEREASON	*MODDATE*
ADVERSESTATUS	*MONTHLYINCOME*
APPDATE	*PARTELIGREASON1*
APPID	*PARTELIGREASON2*
APPLICATIONACTIVE	*PARTELIGREASON3*
BALANCE	*PARTELIGREASON4*
CITY	*PARTELIGREASON5*
CONTACTADDRESSLINE2	*PARTELIGREASON6*
CONTACTCITY	*PARTELIGREASON7*
CONTACTFIRSTNAME	*PARTELIGREASON8*
CONTACTLASTNAME	*PARTELIGREASON9*
CONTACTMIDDLENAME	*PARTELIGREASON10*
CONTACTSTATE	*PARTSTATUS1*

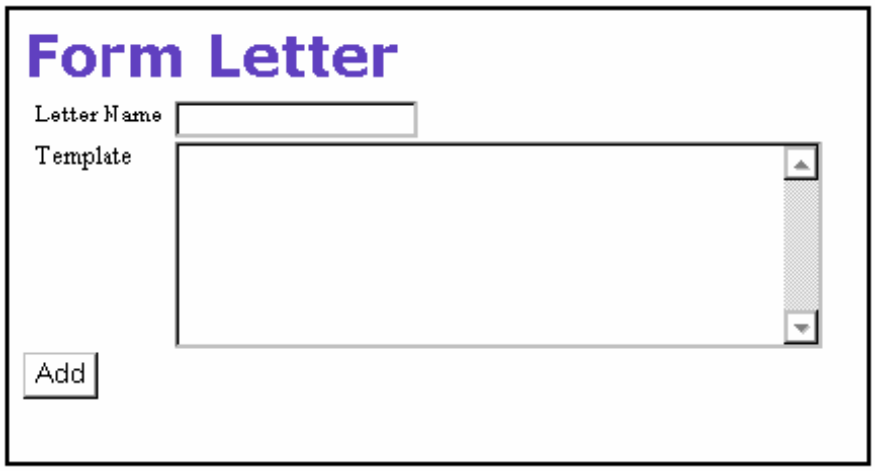
CONTACTSTREET	*PARTSTATUS2*
CONTACTZIP	*PARTSTATUS3*
DATE	*PARTSTATUS4*
DCIMPORT	*PARTSTATUS5*
DISTRICTID	*PARTSTATUS6*
EXPIRE	*PARTSTATUS7*
FIRSTNAME	*PARTSTATUS8*
FIRSTNAME2	*PARTSTATUS9*
FIRSTNAME3	*PARTSTATUS10*
FIRSTNAME4	*POSID*
FIRSTNAME5	*QUALDATE*
FIRSTNAME6	*RUNAWAY*
FIRSTNAME7	*SCHOOL*
FIRSTNAME8	*SCHOOLNAME*
FIRSTNAME9	*SignerFirstName*
FIRSTNAME10	*SignerLastName*
GRADE	*SignerMiddleName*
HOMELESS	*SSN*
HOMEROOM	*STATE*
LASTNAME	*STATUS*
LASTNAME2	*STATUSREASON*
LASTNAME3	*STREET*
LASTNAME4	*TEMPDATE*
LASTNAME5	*TEMPDAYS*
LASTNAME6	*TEMPREASON*
LASTNAME7	*TOTALINCOME*
LASTNAME8	*VERIFIED*
LASTNAME9	*VERIFYDATE*
LASTNAME10	*ZIP*

Add Form Letter

Complete the following steps to add a new form letter to the system.

1 On the Form Letter Maintenance screen, click on the **Add Form Letter** button.

2 The following screen appears.



3 Complete the following fields.

- **Letter Name**. Type the desired name for the new letter.
- **Template**. In this space, type the desired letter with mail merge fields and letter copy.

4 When the fields are complete, click on the **Add** button.

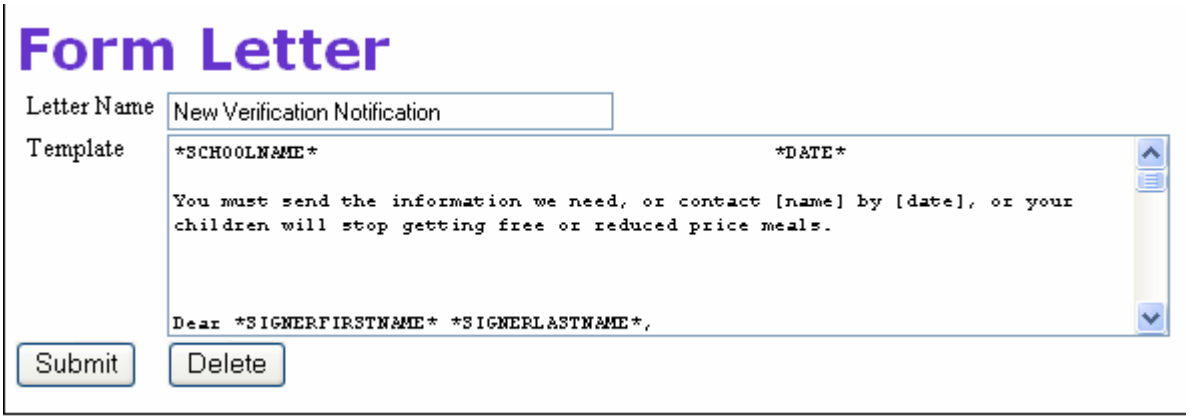
5 The Form Letter Maintenance screen appears again with the new form letter added to the list of form letters.

Edit Form Letter

Complete the following steps to edit an existing form letter in the system.

1 On the Form Letter Maintenance screen, locate the desired form letter. Click on the **Select** button.

2 The following screen appears.


Form Letter
Letter Name
New Verification Notification
Template
SCHOOLNAME *DATE*
You must send the information we need, or contact [name] by [date], or your children will stop getting free or reduced price meals.
Dear *SIGNERFIRSTNAME* *SIGNERLASTNAME*,
Submit
Delete

3 Edit information in the following fields as desired.

- **Letter Name**. Edit the name of the letter.
- **Template**. In this space, edit the mail merge fields and letter copy.

4 When the fields are complete, click on the **Submit** button.

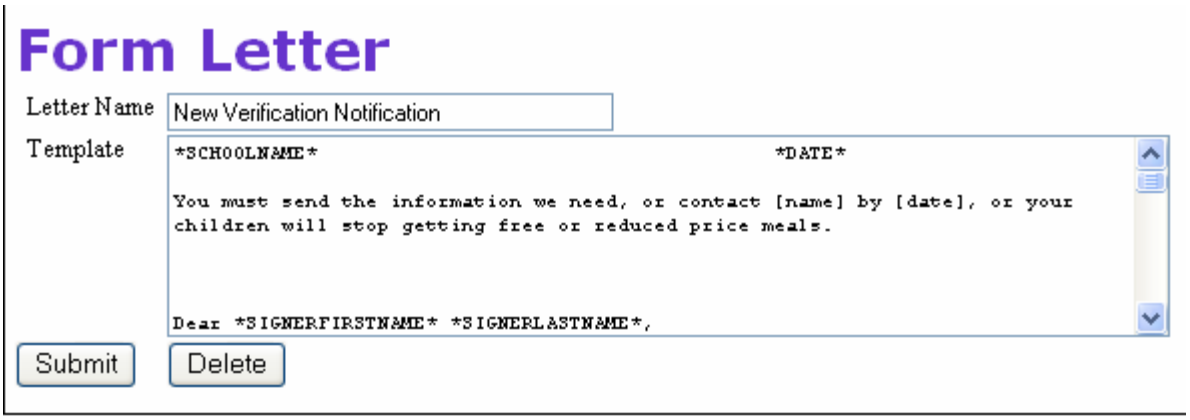
5 The Form Letter Maintenance screen appears again.

Delete Form Letter

Complete the following steps to delete an existing form letter in the system.

1 On the Form Letter Maintenance screen, locate the desired form letter. Click on the **Select** button.

2 The following screen appears.


Form Letter
Letter Name
New Verification Notification
Template
SCHOOLNAME *DATE*
You must send the information we need, or contact [name] by [date], or your children will stop getting free or reduced price meals.
Dear *SIGNERFIRSTNAME* *SIGNERLASTNAME*,
Submit
Delete

3 Click on the **Delete** button.

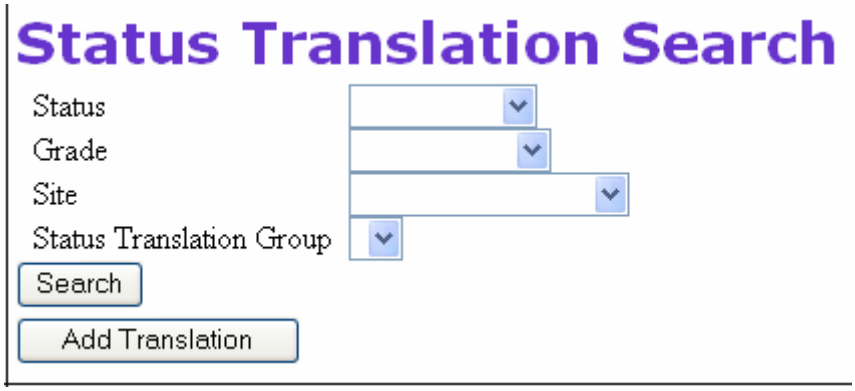
4 The Form Letter Maintenance screen appears again without the deleted form letter.

Status Translation

Status Translation is used when a participant qualifies for a status in the Free and Reduced program(i.e. Free), but the site wants it to be translated differently in SiteManager. (i.e. Free in F & R will translate into Adult in SiteManager). This could be done for a particular grade. If a different status is needed for each site, then set the global setting 9040 Different Status for each Site = True.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Status Translation**. The following screen appears.



3 On this screen, the user can search or add a status translation.

Search for Status Translation

Complete the following steps to search for a status translation.

1 On the screen as shown in the figure above, enter in the desired parameters

• **Status** - Click on the drop down box and select the desired Status. If a status is not selected then all statuses will be included in the search.

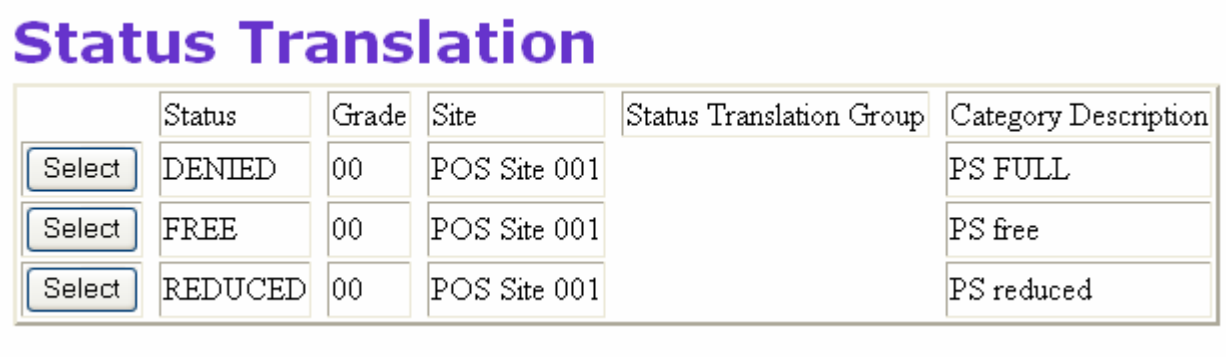
• **Grade** - Click on the dropdown and select the desired Grade. If a grade is not selected then all grades will be included in the search.

• **Site** - Click on the dropdown and select the desired Site. If a Site is not selected then all Sites will be included in the search.

• **Status Translation Group** - Click on the dropdown and select the desired Status Translation Group. If a Status Translation Group is not selected then all Status Translation Groups will be included in the search.

2 Click on the **Search** button. The Status Translation screen appears with the search results based on the selected parameters.

3 Locate the desired Status Translation record and click the **Select** button next to it.



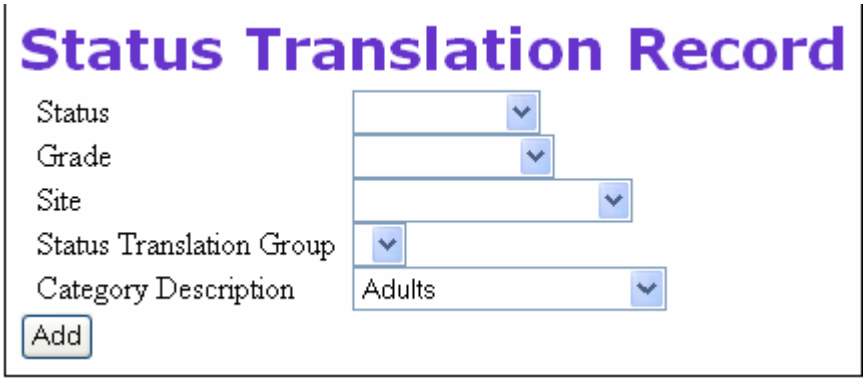
Search Results

Add Status Translation

Complete the following steps to add a status translation.

1 Click on the **Add Status** button on the Status Search screen.

2 The Status Record screen appears.



3 Enter in the appropriate information.

4 Click on the **Add** button.

Edit Status Translation

Complete the following steps to edit a status translation.

1 Click **Status Translation** under the Free and Reduced heading. The Status Search screen appears.

2 Select the necessary search criteria and click on the **Search** button.

3 Select the appropriate Status Translation to modify.

4 Make the necessary changes.

5 Click the **Submit** button.

Delete Status Translation

Complete the following steps to edit a status translation.

1 Click **Status Translation** under the Free and Reduced heading. The Status Search screen appears.

2 Select the necessary search criteria and click on the **Search** button.

3 Select the appropriate Status Translation to delete.

4 Click on the **Delete** button.

Reports

Free and Reduced application includes the following reports:

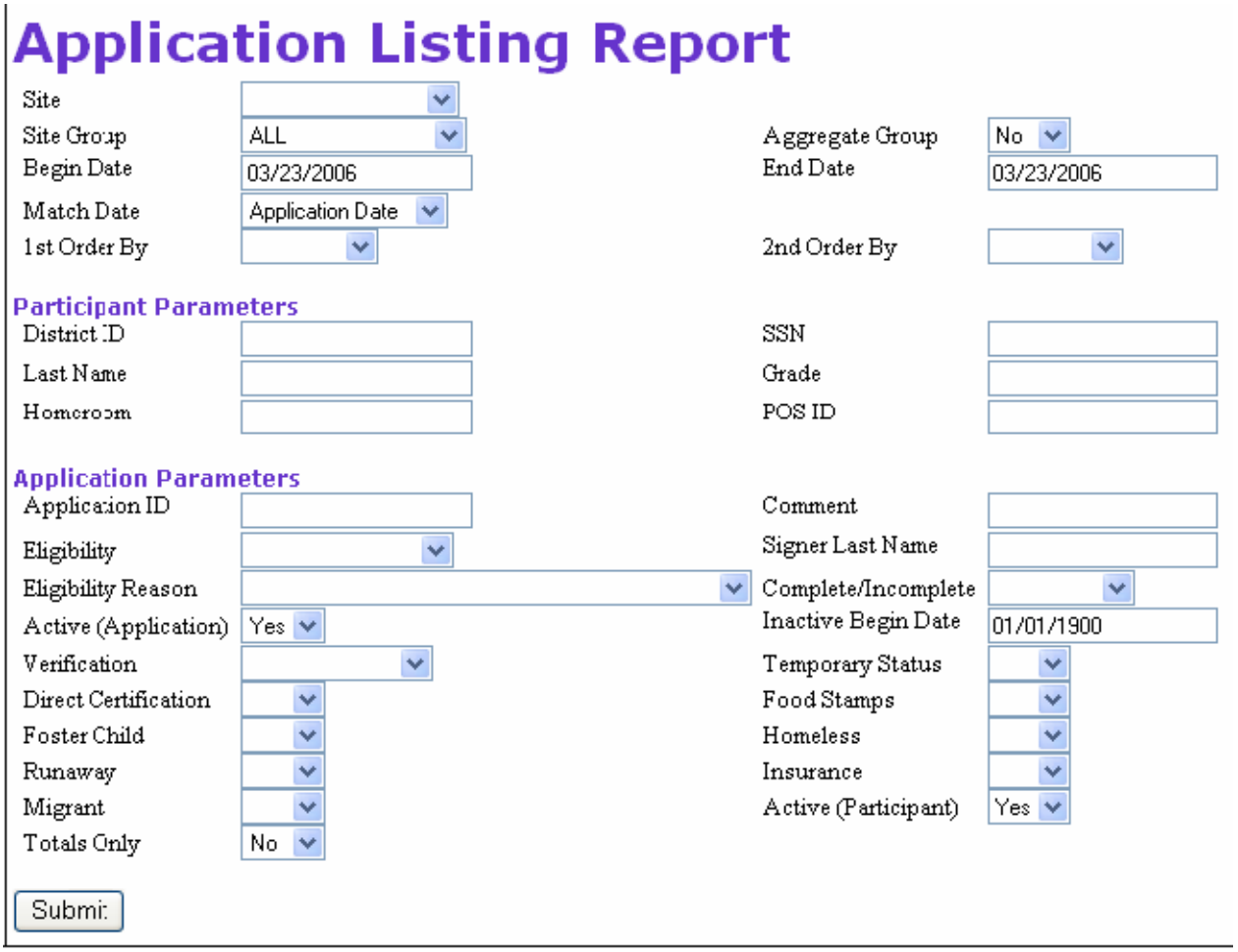
- Application Listing Report.
- Application History Report.
- Form Letters.
- Form Letter Labels.

Application Listing Report

The application Listing Report generates a report that contains all of the applications for 'Free and Reduced' based on selection criteria. Complete the following steps to generate the Application Listing Report.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Application Listing Report**. The following screen appears.



Search Criteria Screen

3 Set the selection criteria for the report.

• **Site**. Click on the drop down box and select the desired site, or leave this field blank.

• **Site Group**. Click on the drop down box and select the desired site, or accept the default setting of ALL.

• **Aggregate Group**. Click on the drop down box and select the desired setting (**YES**, or **NO**), or accept the default setting of YES.

• **Begin Date**. Accept the default date, or click in the box and type the desired date. Use the format MM/DD/YYYY.

• **End Date**. Accept the default date, or click in the box and type the desired date. Use the format MM/DD/YYYY.

• **Match Date**. Accept the default setting, or click in the drop down box and select the desired setting.

- Modification Date
- Eligibility Date.
- Qualify Date.
- Application Date.

• **1st Order By**. Accept the default setting, or click on the drop down box and select the desired parameter for sorting records in the report. There is a second **Order By** parameter so that a secondary sort can also be used.
  - AppID. (Application ID).
  - Eligibility.
  - Name.
  - District ID.

Participant Parameters

• **District ID**. Click in this field and type the desired ID number. Leave this field blank to include all records in the search.

• **Last Name**. Click in this field and type the desired last name. Leave this field blank to include all records in the search.

• **Homeroom**. Click in this field and type the desired homeroom. Leave this field blank to include all records in the search.

• **SSN**. Click in this field and type the desired Social Security Number. Leave this field blank to include all records in the search.

• **Grade**. Click in this field and type the desired grade. Leave this field blank to include all records in the search.

• **POSID**. Click in this field and type the desired POS ID. Leave this field blank to include all records in the search.

Application Parameters

• **Application ID**. Click in this field and type the desired application ID number. Leave this field blank to include all records in the search.

• **Comment**. Click in this field and type the desired comment. Leave this field blank to include all records in the search.

• **Eligibility**. Click on the drop down box and select the type of eligibility. Leave this field blank to include all records in the search.
  - Free/Reduced.
  - Denied.
  - Free.
  - Reduced.

• **Signer Last Name**. Click in this field and type the desired signer's last name. Leave this field blank to include all records in the search.

• **Eligibility Reason**. Click on the drop down box and select the desired reason, or leave this field blank.
  - Incomplete Application.
  - Direct Certified Exists.
  - Foster Status.
  - DC Import.
  - Foodstamp.
  - Zero Income.
  - Qualifying Income Free.
  - Qualifying Income Reduced.
  - Excessive Income.

- Application Not Signed.
- Temporary Status.
- Temporary Status Expired.
- Participant Removed from Active Application.
- Application Replaced by New Application.
- SiteManager Participant Change.
- No Response to Verification.

• **Complete/Incomplete**. Click on the drop down box and select the desired setting (**Complete** or **Incomplete**), or leave this field blank.

• **Active (Application).** Click on the drop down box and select the desired setting (**Active** or **Inactive**), or leave this field blank.

• **Inactive Begin Date.** Click in this field and type the desired beginning application inactive date. Leave this field blank to include all records in the search.

• **Verification**. Click on the drop down box and select the desired setting (**Complete**, **Selected** or **Not Selected**), or leave this field blank.

• **Temporary Status**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Direct Certification**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **FoodStamps**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Foster Child**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Homeless**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Runaway**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Insurance**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

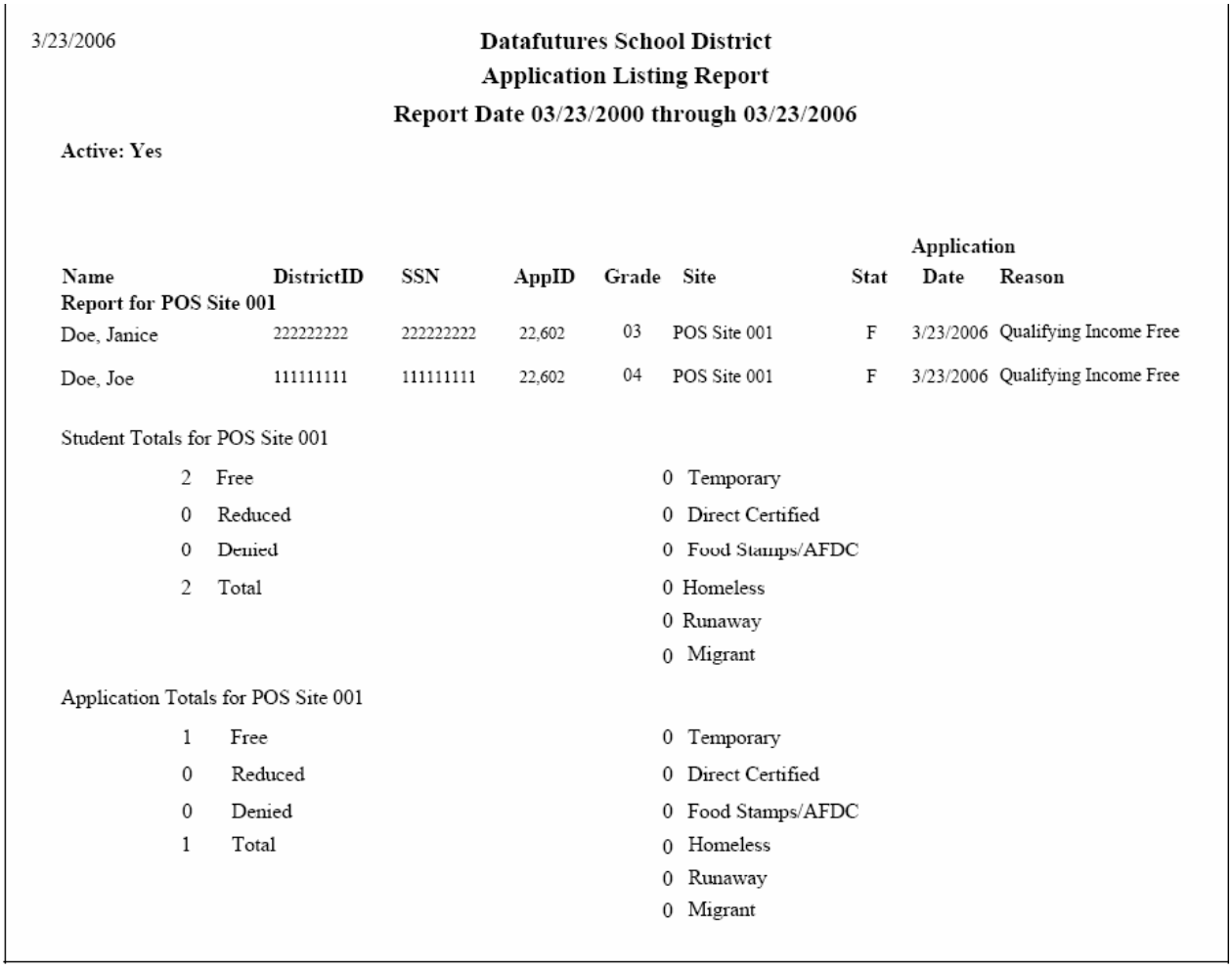
• **Migrant**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Totals Only**. Click on the drop down box and select the desired setting (**Yes** or **No**), or leave this field blank.

• **Active (Participant)**. Accept the default setting (**Yes**) or click in the drop down box and select the desired setting.

4 When the desired search criteria is set, click on the **Submit** button.

5 The system generates the Application Listing Report and it appears on the screen.



3/23/2006

Datafutures School District
Application Listing Report
Report Date 03/23/2000 through 03/23/2006

Active: Yes

Name	DistrictID	SSN	AppID	Grade	Site	Stat	Application Date	Reason
Report for POS Site 001								
Doe, Janice	222222222	222222222	22,602	03	POS Site 001	F	3/23/2006	Qualifying Income Free
Doe, Joe	111111111	111111111	22,602	04	POS Site 001	F	3/23/2006	Qualifying Income Free

Student Totals for POS Site 001

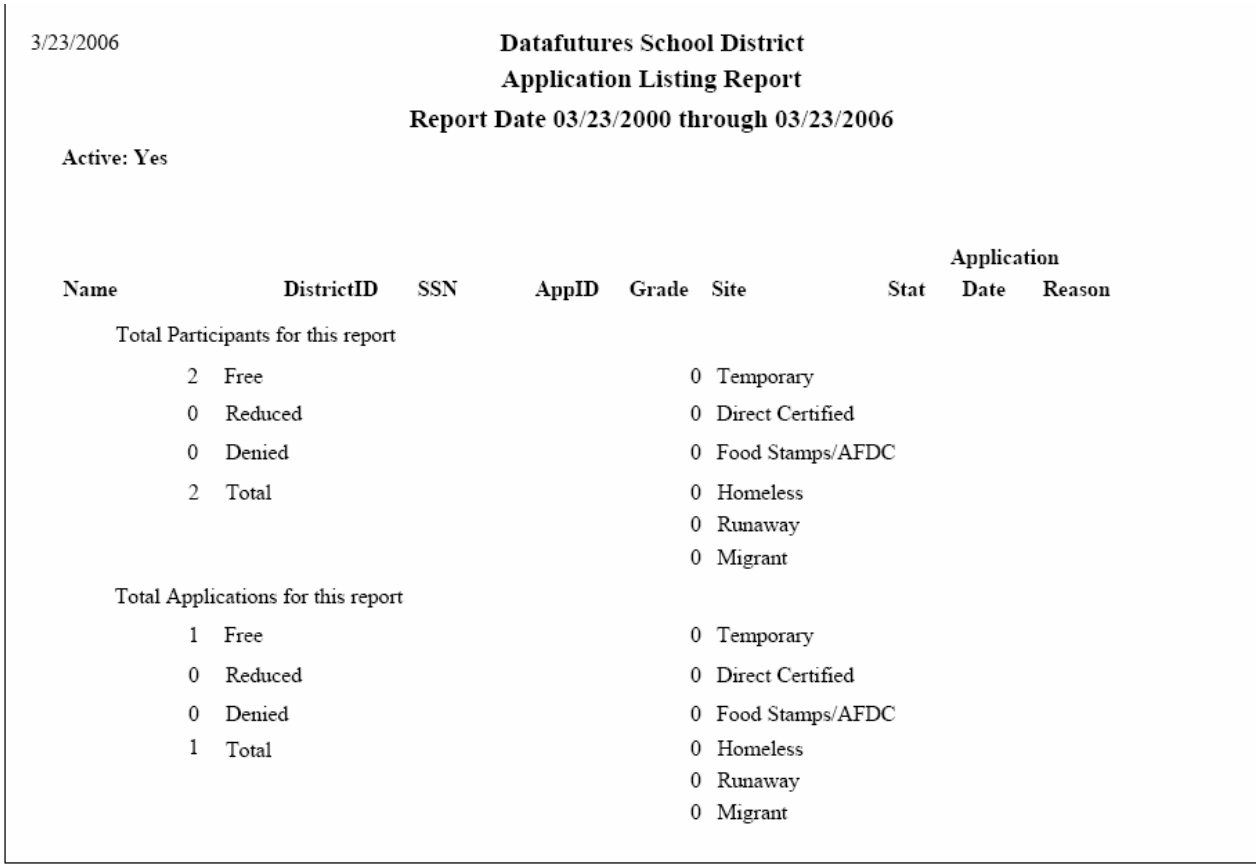
2	Free	0	Temporary
0	Reduced	0	Direct Certified
0	Denied	0	Food Stamps/AFDC
2	Total	0	Homeless
		0	Runaway
		0	Migrant

Application Totals for POS Site 001

1	Free	0	Temporary
0	Reduced	0	Direct Certified
0	Denied	0	Food Stamps/AFDC
1	Total	0	Homeless
		0	Runaway
		0	Migrant

6 Print the report by clicking on the **Print** icon.

7 The last page of the report contains a summary of the participants in the report and then a Total Application summary section.



3/23/2006

Datafutures School District
Application Listing Report
Report Date 03/23/2000 through 03/23/2006

Active: Yes

Name	DistrictID	SSN	AppID	Grade	Site	Stat	Application Date	Reason

Total Participants for this report

2	Free	0	Temporary
0	Reduced	0	Direct Certified
0	Denied	0	Food Stamps/AFDC
2	Total	0	Homeless
		0	Runaway
		0	Migrant

Total Applications for this report

1	Free	0	Temporary
0	Reduced	0	Direct Certified
0	Denied	0	Food Stamps/AFDC
1	Total	0	Homeless
		0	Runaway
		0	Migrant

Last Page Summary

8 At this point, the user can:

- Print the report. Click on the **Print** icon and the report is printed on the default printer.
- Click on any other option to select that option.

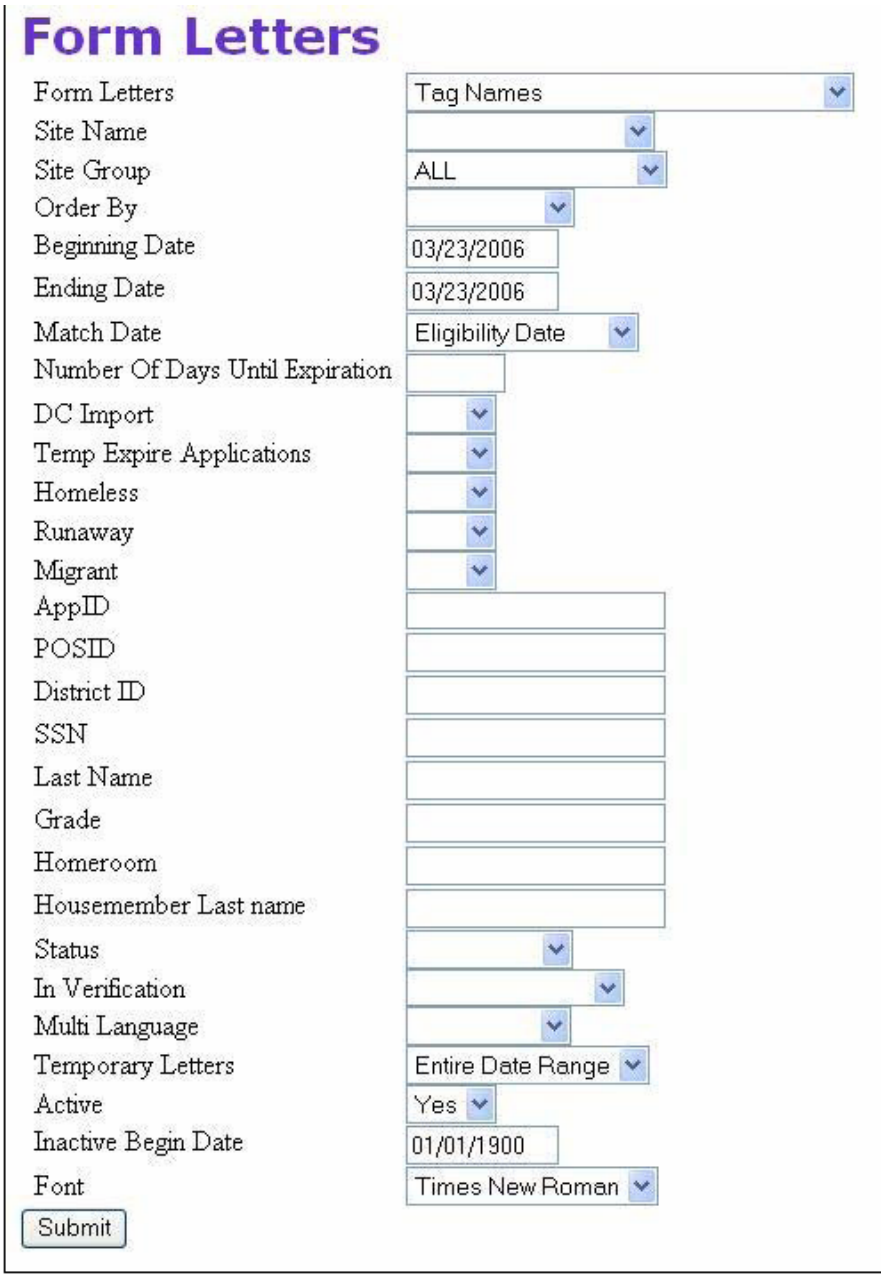
Form Letters

The Form Letters option allows the user to generate form letters for specified participants.

Complete the following steps to generate the form letters.

1 On the SiteManager Main Menu, click on the heading **Free and Reduced**. The options available are listed underneath the heading.

2 Click on **Form Letters**. The following screen appears.



Search Criteria Screen

3 Set the selection criteria for the report.

• **Form Letters.** Accept the default setting, or click on the drop down box and select the desired form letter.

• **Site Name.** Click on the drop down box and select the desired site, or leave the field blank.

• **Site Group.** Accept the default setting, or click on the drop down box and select the desired group.

• **Order By.** Click on the drop down box and select the desired order, or leave the field blank. Options include: App ID, District ID, Grade, Homeroom, Name, POS ID, SSN, Status and Zip Code.

• **Beginning Date**. Accept the default date, or click in the box and type the desired beginning date. Use the format MM/DD/YYYY.

• **Ending Date**. Accept the default date, or click in the box and type the desired ending date. Use the format MM/DD/YYYY.

• **Match Date**. Click on the drop down box and select the desired Match Date criteria; Eligibility Date, Application Date, Qualify Date, Modification Date.

• **Number of Days Until Expiration.** Click in the field and type the desired number of days, or leave the field blank.

• **DC Import.** Click on the drop down box and select the desired filter; All, DC Only, or Non-DC, or leave the field blank.

• **Temp Expire Applications.** Click on the drop down box and select the desired filter; Yes, No, or leave the field blank.

• **Homeless.** Click on the drop down box and select the desired filter; Yes, No, or leave the field blank.

• **Runaway.** Click on the drop down box and select the desired filter; Yes, No, or leave the field blank.

• **Migrant.** Click on the drop down box and select the desired filter; Yes, No, or leave the field blank.

• **AppID.** Click in the field and type the desired Application ID number, or leave the field blank.

• **POSID.** Click in the field and type the desired POS ID number, or leave the field blank.

• **District ID.** Click in the field and type the desired district ID number, or leave the field blank.

• **Last Name.** Click in the field and type the desired last name, or leave the field blank.

• **Grade.** Click in the field and type the desired grade, or leave the field blank.

• **Homeroom.** Click in the field and type the desired homeroom, or leave the field blank.

• **Housemember Last Name.** Click in the field and type the desired last name for the household member listed on the application, or leave the field blank.

• **Status**. Click on the drop down box and select the desired status: Free, Reduced, or Denied, or leave the field blank.

• **In Verification**. Click in the drop down box and select the desired setting, or leave this field blank.

• **Multi Language**. Click in the drop down box and select the desired setting blank, English or Spanish. When it is defaulted as empty, it will ignore the language tag in the application and print all form letters. However if the user selects a language (i.e. English or Spanish) only letters will print on applications that share the same tag.

• **Temporary Letters.** Click in the drop down box and select Entire Date Range or One Day. Used in conjunction with Temporary Expiration Letter.

• **Active.** Click on the drop down box and select the desired filter; Yes or No.

• **Inactive Begin Date.** Accept the default date, or click in the box and type the desired ending date. Use the format MM/DD/YYYY.

• **Font** - Click in the drop down box and select Times New Roman or Arial.

4 When the desired search criteria are set, click on the **Submit** button.

5 The system generates the Form Letter and it appears on the screen.

Aug 8 2002 1:55PM

Dear LAVELLE ADAMS

You should be aware that your status on free and reduced-priced meal benefits for your children at school has been a temporary status of REDUCED and is due to expire on
Jan 1 1900 12:00AM
The following student will be affected by a change in your status:
MARCUS ADAMS
Please fill out the enclosed application send it to the cafeteria manager at the school your child attends. If your income is still 0 then you will have to fill out a new applicaiton every 30 - 45 days. If you fill an application out the last month of school this will help us to feed breadfast and lunch to your child the first few days of the next application at the beginning of that school year in August.

If you want to talk to someone, or have any questions, you may call or write the following person:
Name of Person
Food and Nutrition Services
208 Artillery Road
Taylors, SC 29687
(864) 292-7751
If oyu do not provide the information requested by the food Services Department by your expiration date, the school meal benefits received by your child (children) will be stopped.

Sincerely,
Keith Martin
Interim Director

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to:
Secretary of Agriculture
Washington, D.C. 20250

09
MARCUS ADAMS
Homeroom/Teacher Name: 408

6 At this point, the user can:

- Print the form letter. Click on the **Print** icon and the form letter is printed on the default printer.
- Click on any other option to select that option.

Form Letter Labels

The Form Letter Labels option functions in exactly the same manner as the Form Letters option. The Avery 5160 Mail Label selection should be selected in the Form Letters dropdown. Otherwise refer to the previous section for instructions.

Inventory Management

Overview

The Inventory Management, Bid Management, Warehouse Management functions are all part of the Inventory module. The Inventory Management License Key turns on all 3. The Inventory Management function in SiteManager is a multi purpose tool used for the following:

- To enter, review and edit site-specific inventory data at the various school sites.
- To create product requests that will later be turned into purchase orders.
- To review and process site specific product requests from the various school sites.
- To create purchase orders from the product requests.
- To receive requested goods and government disbursements.
- To review, adjust and distribute inventory as required.

Access Inventory Management Menu

Complete the following steps to access the options under the Inventory Management heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to Chapter 1 Introduction and Main Menu for more information.

2 From the SiteManager Main Menu, click on the Inventory Management heading.

3 The following list of options appears under the heading.

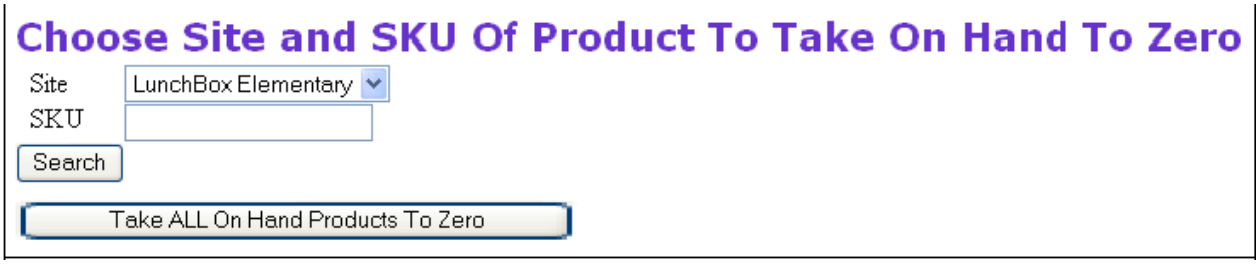
Inventory Management
- Inventory Maintenance
- Physical Count
- Product Report
- Inventory Worksheet
- Inventory By Site
- Inventory Valuation
- Inventory Summary

4 The options under the heading **Inventory Management** are available in SiteManager. Each option is documented in this chapter.

Inventory Maintenance

The Inventory Maintenance function allows a user to quickly take on hand counts of inventory items to zero. This can be done either by a combination of Site and SKU number or for all products at a Site. Use the following procedure to take the on hand count to zero.

1 On the Inventory Management menu, locate and click on **Inventory Maintenance**. The Inventory Maintenance screen appears.


Choose Site and SKU Of Product To Take On Hand To Zero
Site
LunchBox Elementary
SKU
Search
Take ALL On Hand Products To Zero

2 On this screen the user can:

• Select a Site and type in a SKU number and click the Search button to take an individual item at a particular Site to zero. The next screen asks the user to confirm the item to be zeroed out.

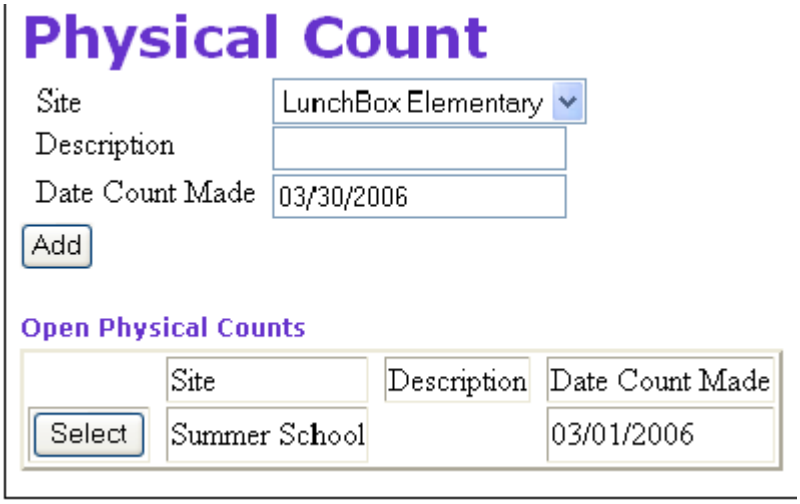
The Following Item Is About To Be Zeroed Out
Site: POS Site 027
SKU: 83101
Name: Milk, Chocolate 5/8 oz
Adjust This Item To Zero On Hand

• Click on Take ALL On Hand Products To Zero and then select a Site. All inventories at the site will be zeroed.

Physical Count

The Physical Count function in Inventory Management is used to create a physical inventory list. Physical Counts can be made for the current date or backdated up to 45 calendar days. Use the following procedure to construct and submit a list. See Appendix E Backdating Physical Count for more information on backdating.

1 On the Inventory Management menu, locate and click on **Physical Count**. The Physical Inventory Count screen appears.



2 On this screen, the user will access the following buttons to build a list before submitting it. Each button is detailed in the following steps.

- **Add**. Click on this button to add a new list to the system.
- **Open Physical Counts**. Click on the **Select** button next to an open physical count list to access the physical count work screen where the user can edit, delete or submit the request.

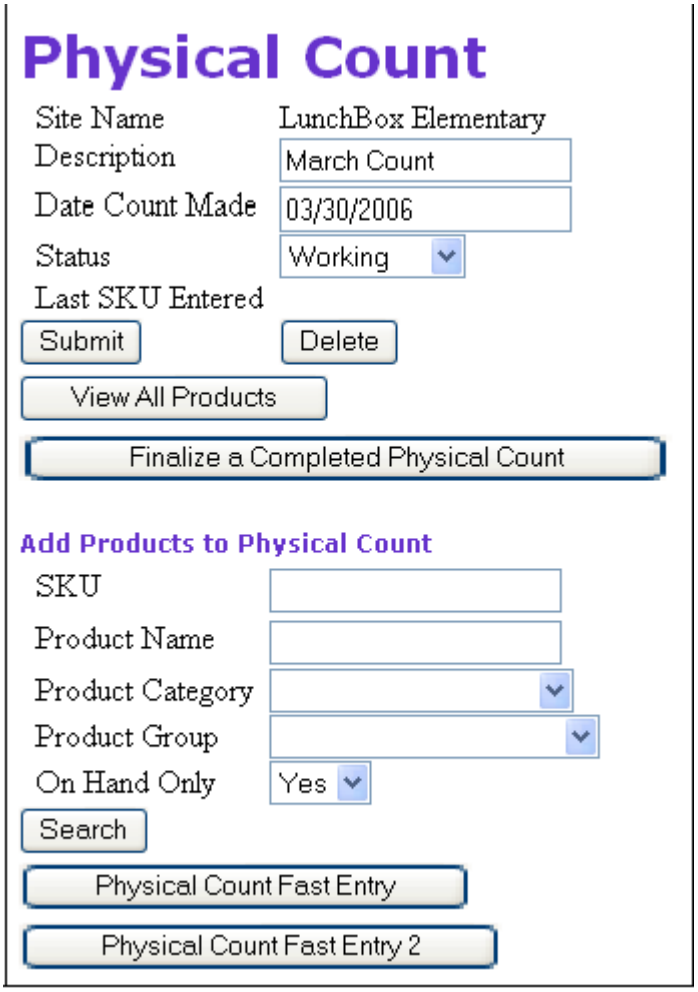
3 Complete the following fields as needed.

- **Site**. Accept the default setting or click on in the drop down box and select the desired Site.
- **Description**. Type the desired description for the list, for example, “Year End Physical Inventory”. If this field is blank, the list description will be blank.
- **Inventory Date**. Accept the default setting or enter the actual inventory date. Use the format MM/DD/YYY.

4 When complete, click on **Add**.

Note: It is not necessary to complete any of the search fields. Just click on the **Add** button.

5 The Physical Count work screen appears.



6 On this screen, the user will access the following buttons to build a request before submitting it. Each button is detailed under the headings below.

- **Submit**. Click on this button to update (save) current list information.
- **Delete**. Click on this button to delete the current list.
- **View All Products**. Click on this button to review counted items before submitting the list for finalization.
- **Submit Finalize Physical Count**. Click on this button to finalization the inventory as counted.
- **Add Products to Physical Count**. Use the search or fast entry functionality to add products to the physical count list.
    - **Search for items**. Enter search criteria and then click on the **Search** button. Enter the container or unit quantity and click on the **Submit** button.
    - **Fast Entry**. Two types of fast entry are provided:
        - **Physical Count Fast Entry** Up to ten items can be added to the list at one time by typing the SKUs, the container/unit quantity, and the container size for each item in the boxes provided and then clicking on

the **Submit** button.

• **Physical Count Fast Entry 2** Single items can be added to the list by typing the SKU, the container/unit quantity, and the container size for each item in the box provided and then clicking on the **Submit** button. The Product name and SKU of the last item entered is displayed on the screen after clicking on the **Submit** button.

Note: Additional items can be added on the blank fast entry screen that will appear each time the **Submit** button is clicked. Click on the **Back** button to end the fast entry function.

Reports

The Inventory Management function in STI Lunch provides several reporting tools that can be used to compile, evaluate, and document inventory data. The reports generated provide accurate and detailed information pertaining to the requesting, purchasing, receiving and storage of items used by the school system.

All reports can be generated in two formats:

- General – Report with all available information.
- Detailed – Report with specific information defined by search criteria.

Note: Requesting a report with multiple search criteria, will generate reports that contain only the data that meets all of the search criteria.

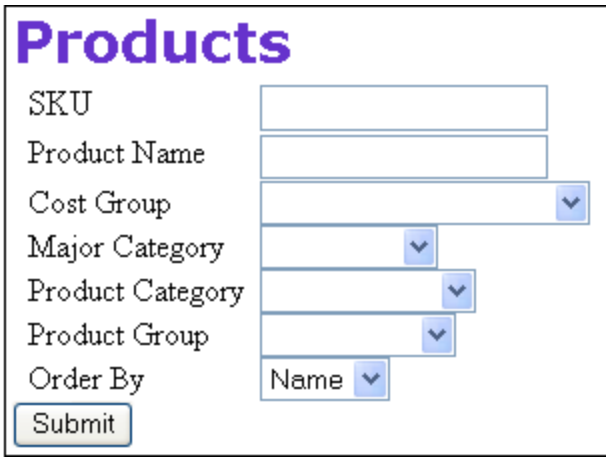
Product Report

The Product Report option is a report that displays the same basic product information you see in the product grid when you are searching for a product to modify.

Follow these steps when generating a Product Report.

1 From the SiteManager Main Menu click on the **Inventory Management** heading. Then click on the **Reports** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Product Report** option. The set up window appears.



3 Set the following parameters for locating the records to show on the report.

SKU. Type the desired SKU number. If this field is blank, all SKU numbers are included in the report.

Product Name. Type in the desired Product Name. If this field is blank, all product names are included in the report.

Cost Group. Click on in the drop down box and select the desired cost group. If this field is blank, all cost groups are included in the search.

Major Category. Click on in the drop down box and select the desired major category. If this field is blank, all major categories are included in the search.

Product Category. Click on the drop down box to select the desired Product Category. If this field is blank, all product categories are included in the report.

Product Group. Click on the drop down box to select the desired Product Group. If this field is blank, all product groups are included in the report.

Order By. Click on the drop down box for the **Order By** field and select the desired field to sort by.

4 Click on **Submit**.

5 The Product Report results appear on the screen.

Datafutures School District

Product Report

SKU	Product Name	Case Description	Size	Unit Desc.	Case Cost
3050	Milk, Choc 12/cs	Case	12	Each	8.64
83101	Milk, Chocolate 54/8 oz	Case	54	Each	10.53
3214	Milk, Chocolate Nestle Quick	Each	1	Each	1.15
1400	Milk, Chocolate Non Fat 1/2 Pint	Each	1	Each	0.19
7058	Milk, Chocolate Pint	Each	1	Each	0.87

6 On this screen, the user can:

• Click on the **Print Report** icon the tool bar at the top of the report screen for a hard copy of the report.

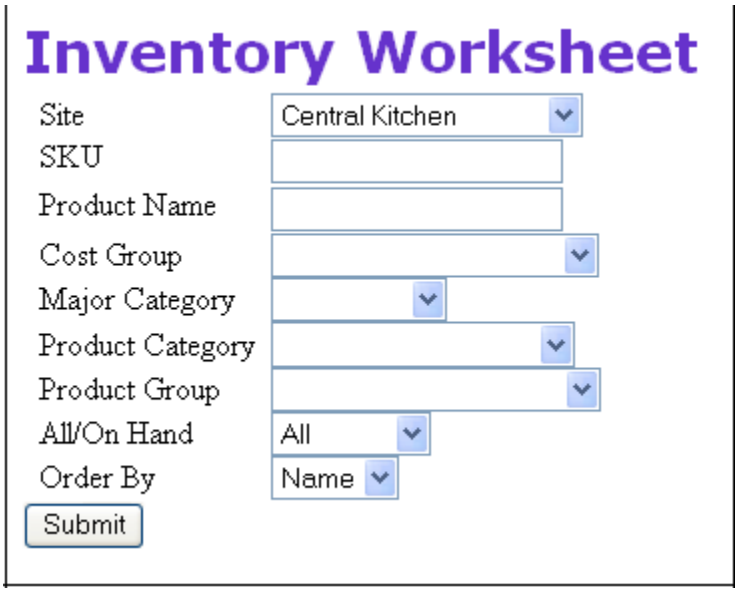
• Click on the Back button the browser to return to the Product Report inquiry screen.

• Refer to **Appendix C Standard Operations** to review the function of all of the icons that appear on the Print Preview screen.

Inventory Worksheet Report

Use the following procedure to access the Inventory Worksheet Report.

1 On the **Inventory Management** menu, locate the **Reports** heading. Click on **Inventory Worksheet** under Reports.



2 Type in or select search criteria.

Note: It is not necessary to complete any of the search fields. Just click on the **Submit** button.

• **Site**. Accept the default setting or click on in the drop down box and select the desired site. In the example above, the site that appears in the field is there because it is the first Site label stored alphabetically in the system.

• **SKU**. Type the desired SKU number to search for orders that include the SKU number. When this field is blank, all SKU numbers are included in the search.

• **Product Name**. Type the desired Product Name to search for orders that include the product name. When this field is blank, all product names are included in the search.

• **Cost Group**. Click on in the drop down box and select the desired cost group. If this field is blank, all cost groups are included in the search.

• **Major Category**. Click on in the drop down box and select the desired major

category. If this field is blank, all major categories are included in the search.

• **Product Category**. Click on in the drop down box and select the desired product category. If this field is blank, all product categories are included in the search.

• **Product Group**. Click on in the drop down box and select the desired product group. If this field is blank, all product groups are included in the search.

• **All/On Hand**. Accept the default setting **On Hand**, or click on in the drop down box and select **All**.

• **Order By**. Accept the default setting or click on in the drop down box and select the desired format. Formats include Name, SKU and UPC.

3 Click on **Submit**.

4 The Inventory Worksheet Report will appear on the screen.

3/30/2006

Datafutures School District

Inventory for LunchBox Elementary

SKU	Product Description	Cases Quantity	Cases Description	Units Quantity	Units Description	Total Units	Inventory Inv. Cost
1836	Bread, Wheat Honey 1.5#	0	Each	0.0000	Each	0.0000	0.0000
1148	Bread, Wheat Sliced 1.5#	1	Each	0.0000	Each	1.0000	1.0700
1018	Bread, White Sliced 1.5#	1	Each	0.0000	Each	1.0000	1.0100
	Totals for LunchBox Elementary:	**2**					**2.0800**

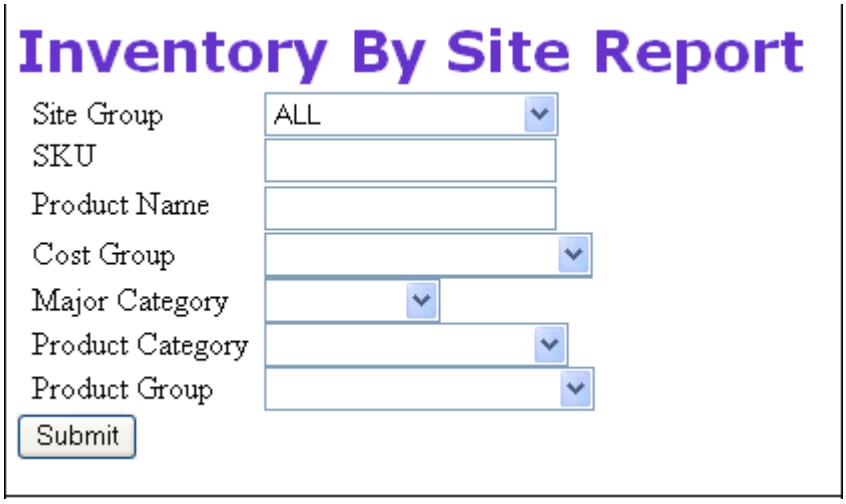
5 On this screen, the user can:

- Click on the **Print Report** icon the tool bar at the top of the report screen for a hard copy of the report.
- Click on the **Back** button the browser to return to the Product Request Report inquiry screen.
- Refer to **Appendix C Standard Operations** to review the function of all of the icons that appear on the Print Preview screen.

Inventory By Site Report

Use the following procedure to access the Inventory By Site Report.

1 On the **Inventory Management** menu, locate the **Reports** heading. Click on **Inventory By Site** under Reports.



2 Type in or select search criteria.

Note: It is not necessary to complete any of the search fields. Just click on the **Submit** button.

• **Site Group**. Accept the default setting or click on in the drop down box and select the desired Site Group. In the example above, the system has a Site Group labeled **All**. This site group appears in the field because it is the first Site Group label stored alphabetically in the system.

• **SKU**. Type the desired SKU number to search for orders that include the SKU number. When this field is blank, all SKU numbers are included in the search.

• **Product Name**. Type the desired Product Name to search for orders that include the Product Name. When this field is blank, all product names are included in the search.

• **Cost Group**. Click on in the drop down box and select the desired cost group. If this field is blank, all cost groups are included in the search.

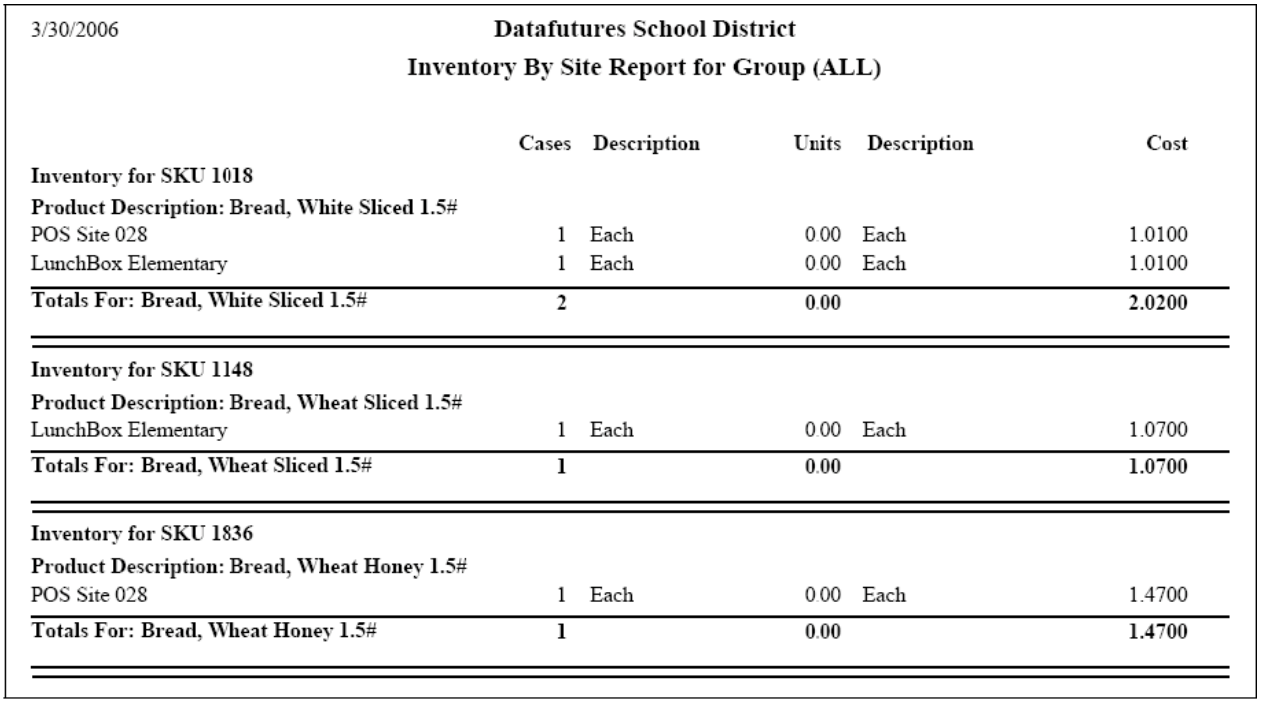
• **Major Category**. Click on in the drop down box and select the desired major category. If this field is blank, all major categories are included in the search.

• **Product Category**. Click on in the drop down box and select the desired product category. If this field is blank, all product categories are included in the search.

• **Product Group**. Click on in the drop down box and select the desired product group. If this field is blank, all product groups are included in the search.

3 Click on **Submit**.

4 The Inventory By Site Report will appear on the screen.



3/30/2006

Datafutures School District

Inventory By Site Report for Group (ALL)

	Cases	Description	Units	Description	Cost
Inventory for SKU 1018					
Product Description: Bread, White Sliced 1.5#					
POS Site 028	1	Each	0.00	Each	1.0100
LunchBox Elementary	1	Each	0.00	Each	1.0100
Totals For: Bread, White Sliced 1.5#	**2**		**0.00**		**2.0200**
Inventory for SKU 1148					
Product Description: Bread, Wheat Sliced 1.5#					
LunchBox Elementary	1	Each	0.00	Each	1.0700
Totals For: Bread, Wheat Sliced 1.5#	**1**		**0.00**		**1.0700**
Inventory for SKU 1836					
Product Description: Bread, Wheat Honey 1.5#					
POS Site 028	1	Each	0.00	Each	1.4700
Totals For: Bread, Wheat Honey 1.5#	**1**		**0.00**		**1.4700**

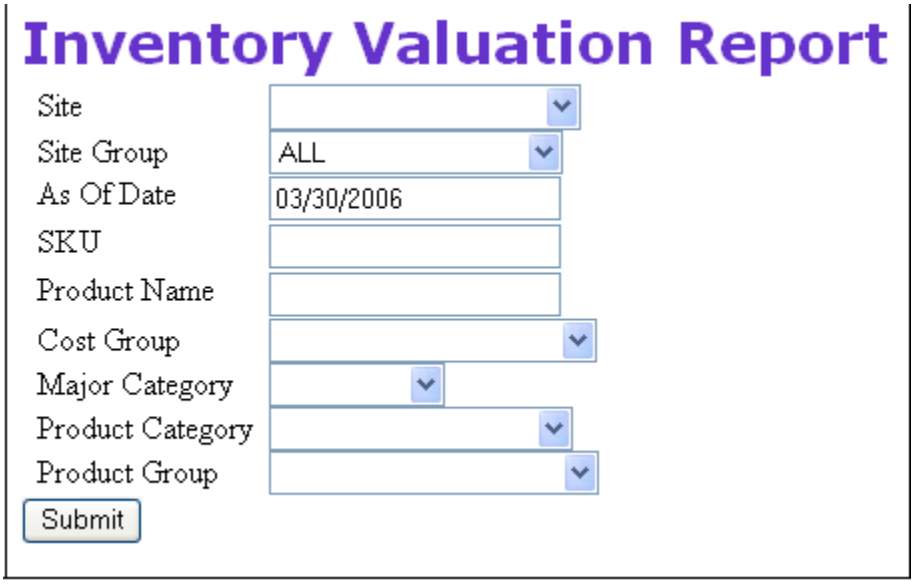
5 On this screen, the user can:

- Click on the **Print Report** icon the tool bar at the top of the report screen for a hard copy of the report.
- Click on the **Back** button the browser to return to the Product Request Report inquiry screen.
- Refer to **Appendix C Standard Operations** to review the function of all of the icons that appear on the Print Preview screen.

Inventory Valuation Report

Use the following procedure to generate the Inventory Valuation Report.

1 On the **Inventory Management** menu, locate the **Reports** heading. Click on **Inventory Valuation** under Reports.



2 Type in or select search criteria.

Note: It is not necessary to complete any of the search fields. Just click on the **Submit** button.

• **Site**. Click on in the drop down box and select the desired Site.

Note: If this field is blank, the system uses the setting in the **Site Group** field.

- **Site Group**. Accept the setting of the first Site Group or click on in the drop down box and select the desired Site Group. In the example above, the system has a Site Group labeled **All**. This site group appears in the field because it is the first Site Group label stored alphabetically in the system.

  Note: If there is a setting in the **Site** field, then the system ignores the setting in this field for the search.

- **As of Date**. Accept the default setting or click on in the drop down box and type in the date to be used for inventory valuation.
- **SKU**. Type the desired SKU number to search for orders that include the SKU number. When this field is blank, all SKU numbers are included in the search.
- **Product Name**. Type the desired Product Name to search for orders that include the Product Name. When this field is blank, all products are included in the search.
- **Cost Group**. Click on in the drop down box and select the desired cost group. If this field is blank, all cost groups are included in the search.
- **Major Category**. Click on in the drop down box and select the desired major category. If this field is blank, all major categories are included in the search.
- **Product Category**. Click on in the drop down box and select the desired product category. If this field is blank, all product categories are included in the search.
- **Product Group**. Click on in the drop down box and select the desired product group. If this field is blank, all product groups are included in the search.

6 Click on **Submit**.

7 The Inventory By Site Report will appear on the screen.

3/30/2006

Datafutures School District
Inventory Valuation
As Of 03/30/2006

Valuation for: LunchBox Elementary

SKU	UPC Code	Description	Case Quantity	Unit Quantity	Total Units	Avg. Cost Per Unit	Total Cost (Valuation)
1148		Bread, Wheat Sliced 1.5#	1	0.00	1.00	1.07	1.0700
1018		Bread, White Sliced 1.5#	1	0.00	1.00	1.01	1.0100
Totals for: LunchBox Elementary			**2**		**2.00**		**2.0800**
				0.00		**2.08**	

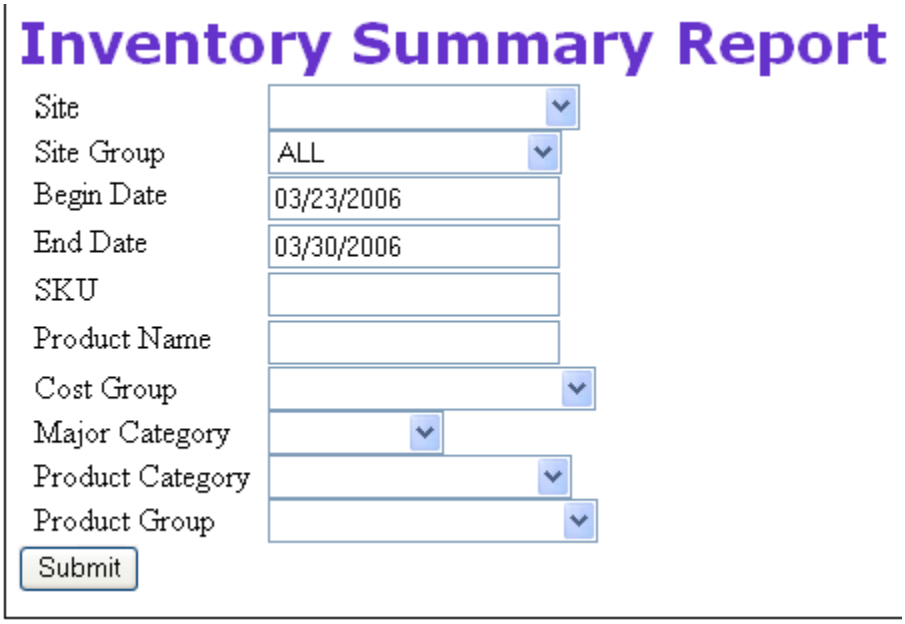
5 On this screen, the user can:

- Click on the **Print Report** icon the tool bar at the top of the report screen for a hard copy of the report.
- Click on the **Back** button the browser to return to the Product Request Report inquiry screen.
- Refer to **Appendix C Standard Operations** to review the function of all of the icons that appear on the Print Preview screen.

Inventory Summary Report

Use the following procedure to generate the Inventory Summary Report.

1 On the **Inventory Management** menu, locate the **Reports** heading. Click on **Inventory Summary** under Reports. The Inventory Summary Report setup screen appears.



2 Type in or select search criteria.

Note: It is not necessary to complete any of the search fields. Just click on the **Submit** button.

• **Site**. Click on in the drop down box and select the desired Site.

Note: If this field is blank, the system uses the setting in the **Site Group** field for the search.

• **Site Group**. Accept the setting of the first Site Group or click on in the drop down box and select the desired Site Group. In the example above, the system has a Site Group labeled **All**. This site group appears in the field because it is the first Site Group label stored alphabetically in the system.

Note: If there is a setting in the **Site** field, then the system ignores the setting in this field for the search.

• **Begin Date**. Accept the default setting or enter the desired beginning date. Use the format MM/DD/YYY. The search includes all orders on or after that date.

• **End Date**. Accept the default setting or enter the desired ending date. Use the format MM/DD/YYY. The search includes all orders on or before that date.

• **SKU**. Type the desired SKU number to search for orders that include the SKU number. When this field is blank, all SKU numbers are included in the search.

• **Product Name**. Type the desired Product Name to search for orders that include the Product Name. When this field is blank, all product names are included in the search.

• **Cost Group**. Click on in the drop down box and select the desired cost group. If this field is blank, all cost groups are included in the search.

• **Major Category**. Click on in the drop down box and select the desired major category. If this field is blank, all major categories are included in the search.

• **Product Category**. Click on in the drop down box and select the desired product category. If this field is blank, all product categories are included in the search.

• **Product Group**. Click on in the drop down box and select the desired product group. If this field is blank, all product groups are included in the search.

3 Click on **Submit**.

4 The Inventory By Site Report will appear on the screen.

3/30/2006

Datafutures School District

Inventory Summary Report

Report Date 03/30/2006 through 03/30/2006

Single Site (LunchBox Elementary)

LunchBox Elementary SKU	Name		Beginning Balance	Received Regular	Received Adjust.	Received Transfer	Used Regular	Used Adjust.	Used Transfer	Ending Balance
1836	Bread, Wheat Honey 1.5#		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Bakery Each		0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Totals		**Units**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Amounts	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

5 On this screen, the user can:

- Click on the **Print Report** icon the tool bar at the top of the report screen for a hard copy of the report.
- Click on the **Back** button the browser to return to the Product Request Report inquiry screen.
- Refer to **Appendix C Standard Operations** to review the function of all of the icons that appear on the Print Preview screen.

Communications

Overview

The Communications feature in SiteManager allows data to be collected from the different school sites and to disperse data from the SiteManager to the different school sites. Data from the SiteManager can be communicated to the various school sites as well.

In Communications, the user can:

- Import and export data using default settings or customized settings.
- Review previously imported and exported data sets.
- Import a supplier bid from an excel file.
- Review POS import data logs.
- Review Internet Deposits if that feature is used at the school.

Communication on Single System

SiteManager and POS Back Office can be installed on the same system. When the two applications are on the same system, BackOffice can still 'export' information to SiteManager using the Communications feature.

To allow for this exchange of information between the two applications on a single system, complete the following configuration:

- The ODBC connections for BackOffice and SiteManager must use NT Authentication.
- Global Setting 141 must be set to the user id for the database.
- Global Setting 142 must be set to the password for the database.

Import/Export Communications

The STI Lunch applications allow the schools to import and export participant files from SiteManager and BackOffice. Other Information System applications export and import files in a variety of text formats. For each file format that is imported or exported, a file specification must exist in Communications to guide SiteManager and BackOffice on handling the data in the file.

For information on the Communications feature in BackOffice, refer to **Chapter 7 Communications** in the Back Office User's Guide.

Import/Export Specification Templates

This feature provides several File Specification templates. These templates cannot be altered but the user can copy a template to a new specification and alter it, or build a new specification from scratch.

SiteCode

If SiteCodes have been entered for the Sites in SiteManager, the SiteCode can be used to identify the Site to which the Participant belongs. Otherwise, the SiteImportKey can be used.

Sample Files

The following two sample files demonstrate the type of data that can be exported and imported by this application.

Sample Fixed Width File

The following fixed width file contains DistrictID, First Name, Last Name, and POSID.

```
245611741     TERRELL     AIKEN       123638
245611741     TERRELL     AIKEN       200495
216-31-6433   ATTILAH     AL-HAQQ     91001203
250830578     JACKELYN    ALBERT      123195
```

Sample Delimited File

The following sample delimited file contains DistrictID, First Name, Last Name, and POSID separated by tildes (~).

```
245611741~TERRELL~AIKEN~123638
245611741~TERRELL~AIKEN~200495
216-31-6433~ATTILAH~AL-HAQQ~91001203
250830578~JACKELYN~ALBERT~123195
```

Access Communications

Follow these steps to access the different options under the **Communications** heading.

1 Locate the Communications heading on the SiteManager Main Menu.

2 Click on **Communications**. The options available under the heading appear.

POS Data Management
Free and Reduced
Communications

- Export Execute
- Export Settings
- Import Execute
- Import Settings
- Communications Report

General Maintenance
Settings
Menus

3 There are eight options under the heading.

• **Export Execute.** This option allows the user to export participant files using an Export Specification and to review the details of previously exported files. Refer to the heading **Export Execute** for more information.

• **Export Settings.** This option allows the user to review and edit the existing settings for an Export Specification and to create a new Export Specification. Refer to the heading **Export Settings** for more information.

• **Import Execute.** This option allows the user to import participant files using an Import Specification, to test an Import Specification and to review the details of previously imported files. Refer to the heading **Import Execute** for more information.

• **Import Settings.** This option allows the user to review and edit the existing settings for an Import Specification and to create a new Import Specification. Refer to the heading **Import Settings** for more information.

• **Bid Import From Excel.** This option is used to import a bid from an Excel file for a supplier of all their items on a bid. Refer to the heading **Bid Import From Excel** for more information.

• **POS Import Error Log.** This option allows the user to review error logs that are created when errors occurring during import and export of files between BackOffice and SiteManager. Refer to the heading **POS Import Error Log** for more information.

• **Internet Deposits Recap.** This option allows the user to review the deposits made to participant accounts through the Internet Deposits feature. This option is available only if the system is using Internet Deposits. Refer to the heading **Internet Deposits Recap** for more information.

• **Communications Report.** This option allows the user to check on the results of the overnight communications from the individual Sites. It is run for one day at a time and for each site in the Site table it will report that the Communications either did not run, did not complete or was successful.

Export Execute

This option allows the user to export participant records and to review previously exported files.

Follow these steps to export participant records or review previously exported files.

1 From the Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Export Execute** option. The **Export Execute** screen appears. It lists the available export specifications.

3 Select the desired export specification.

4 The Export Execute Detail screen appears.

5 On this screen, the user can select either of the two options:

• **Export**. Click on this button to perform the export. Refer to the heading **Export** for more information.

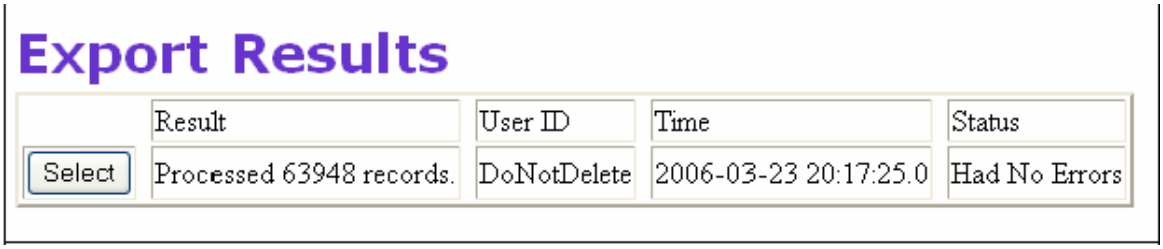
• **View Export History**. Click on this button to review the export history for this export specification. Refer to the heading **View Export History** for more information.

Export

This option from the Export Execute Detail screen allows the user to export participant information to a file.

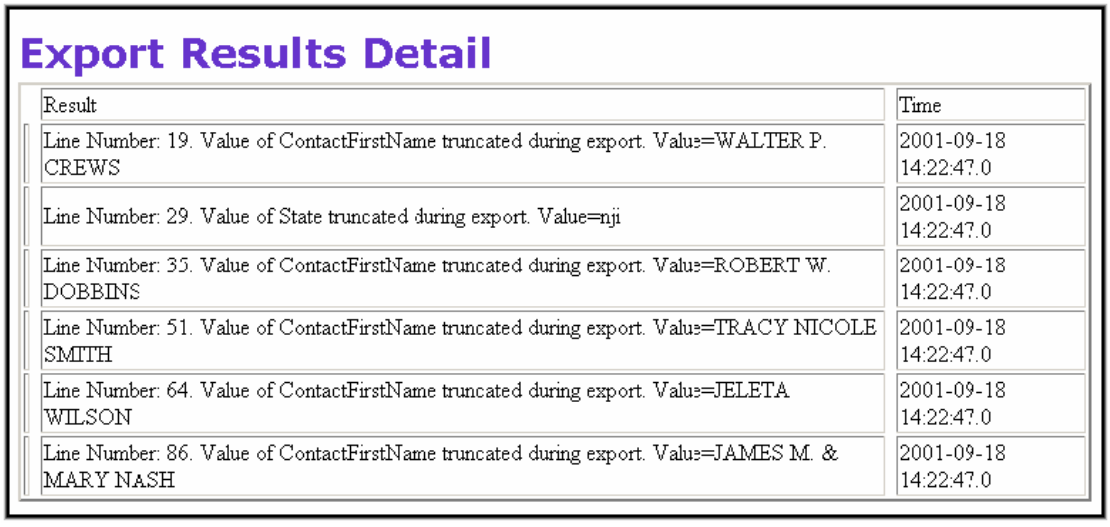
1 On the **Export Execute Detail** screen, click on the **Export** button. The system exports data according to the specification that was selected.

2 When the export is complete, the Export Results screen appears.



listing the history of exports for this specification

3 The user can select the result file and review the results of the export. Click on the **Select** button for the desired export record. The **Export Results Detail** screen appears.


Export Results Detail
Result
Time
Line Number: 19. Value of ContactFirstName truncated during export. Value=WALTER P. CREWS
2001-09-18 14:22:47.0
Line Number: 29. Value of State truncated during export. Value=nji
2001-09-18 14:22:47.0
Line Number: 35. Value of ContactFirstName truncated during export. Value=ROBERT W. DOBBINS
2001-09-18 14:22:47.0
Line Number: 51. Value of ContactFirstName truncated during export. Value=TRACY NICOLE SMITH
2001-09-18 14:22:47.0
Line Number: 64. Value of ContactFirstName truncated during export. Value=JELETA WILSON
2001-09-18 14:22:47.0
Line Number: 86. Value of ContactFirstName truncated during export. Value=JAMES M. & MARY NASH
2001-09-18 14:22:47.0

4 When the user has completed reviewing this information, click on the **BACK ARROW** in the toolbar to return to the previous screen.

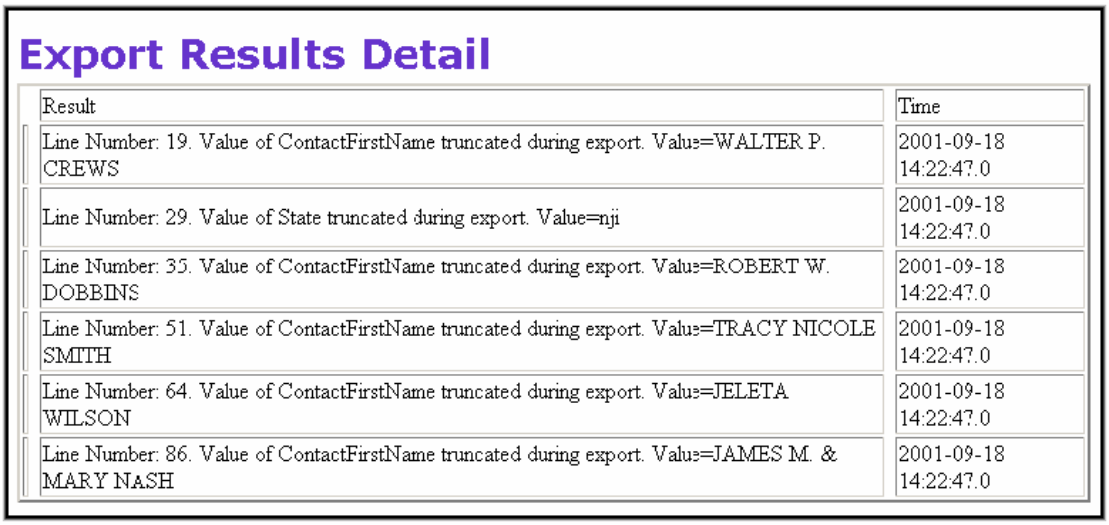
View Export History

This option from the Export Execute Detail screen allows the user to view the export history for an export specification.

1 On the **Export Execute Detail** screen, click on the **View Export** button.

2 The Export Results screen appears.

3 The user can select and review any of the result files. Click on the **Select** button for the desired export record. The **Export Results Detail** screen appears.



Export Results Detail

Result	Time
Line Number: 19. Value of ContactFirstName truncated during export. Value=WALTER P. CREWS	2001-09-18 14:22:47.0
Line Number: 29. Value of State truncated during export. Value=nji	2001-09-18 14:22:47.0
Line Number: 35. Value of ContactFirstName truncated during export. Value=ROBERT W. DOBBINS	2001-09-18 14:22:47.0
Line Number: 51. Value of ContactFirstName truncated during export. Value=TRACY NICOLE SMITH	2001-09-18 14:22:47.0
Line Number: 64. Value of ContactFirstName truncated during export. Value=JELETA WILSON	2001-09-18 14:22:47.0
Line Number: 86. Value of ContactFirstName truncated during export. Value=JAMES M. & MARY NASH	2001-09-18 14:22:47.0

4 When the user has completed reviewing this information, click on the **BACK ARROW** in the toolbar to return to the previous screen.

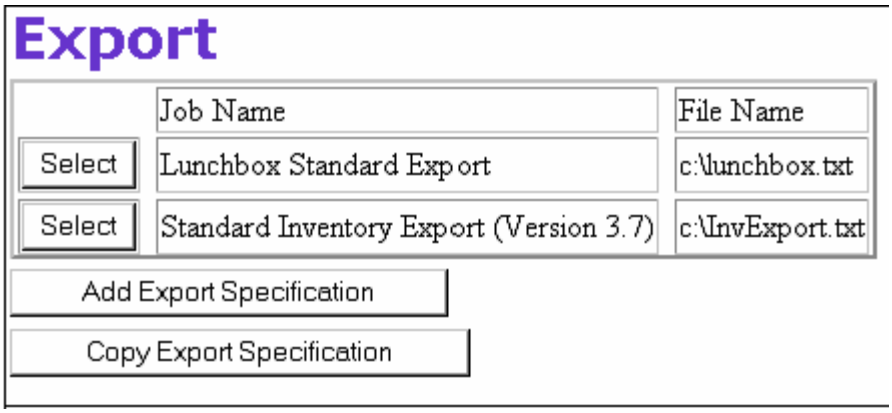
Export Settings

This option determines the file settings used when participant records are exported.

Follow these steps to set the participant export settings.

1 From the Main Menu, click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Export Settings** option. The **Export Settings** screen appears.



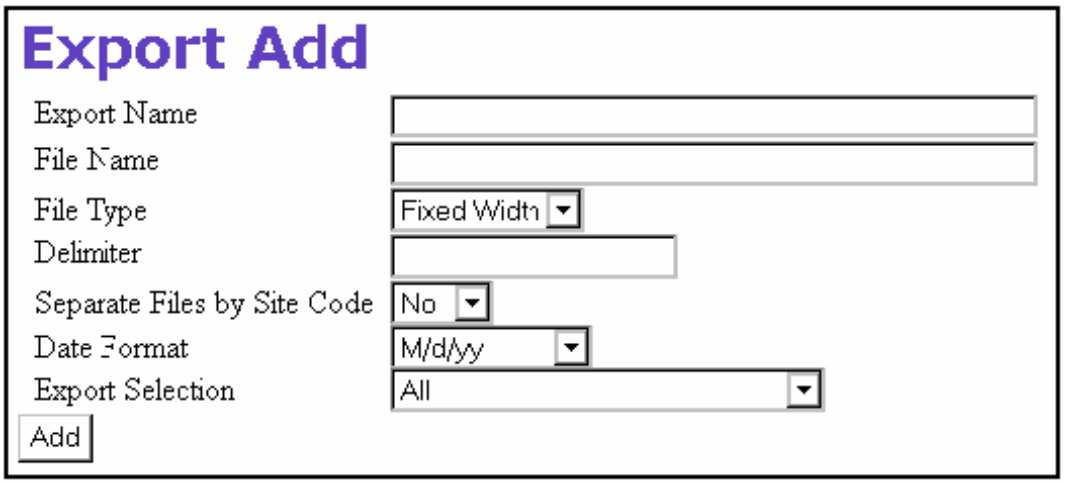
3 On this screen, the user can:

- Select an existing Export Specification and review or alter the settings.
- Add a new Export Specification.
- Copy an existing Export Specification and create a new Export Specification.

Add Export Specification

This option on the **Export** screen allows the user to add a new export specification.

1 On the Export screen, click on the **Add Export Specification** button. The following screen appears.



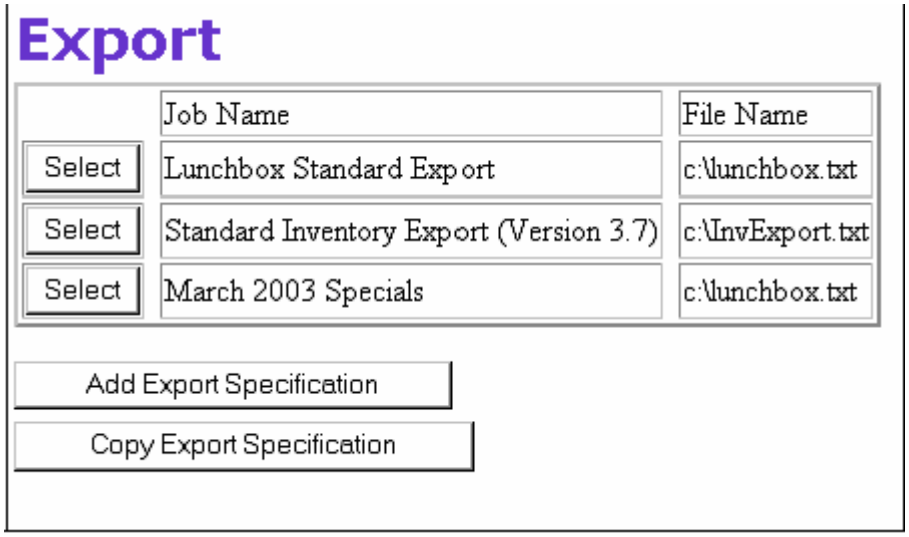
2 Complete the following fields.

Field	Description
Export Name:	A fifty character descriptive name of this import specification.
File Name:	Fully qualified path and file name of the file to import from.
File Type:	"Delimited" or "Fixed Width"
Delimiter:	If the File Type is **Delimited**, use this character as the delimiter. If the File type is **Fixed Width**, leave this field blank.

Separate Files by Site Code	When set to **NO**, only one file is created. When set to **YES**, a separate file is created for each site. **NOTE:** for this setting to function properly, the field **SiteCode MUST** be included in the import specification.
Date Format:	Acceptable formats include: yyyyMMdd MMddyyyy MM/dd/yyyy yyyy-MM-dd MMddyy M/d/yy
Export Selection	Accept the default setting ALL or click on the drop down box and select another setting.

3 When complete, click on the **Add** button.

4 The Export Screen appears again with the new Export Specification listed.



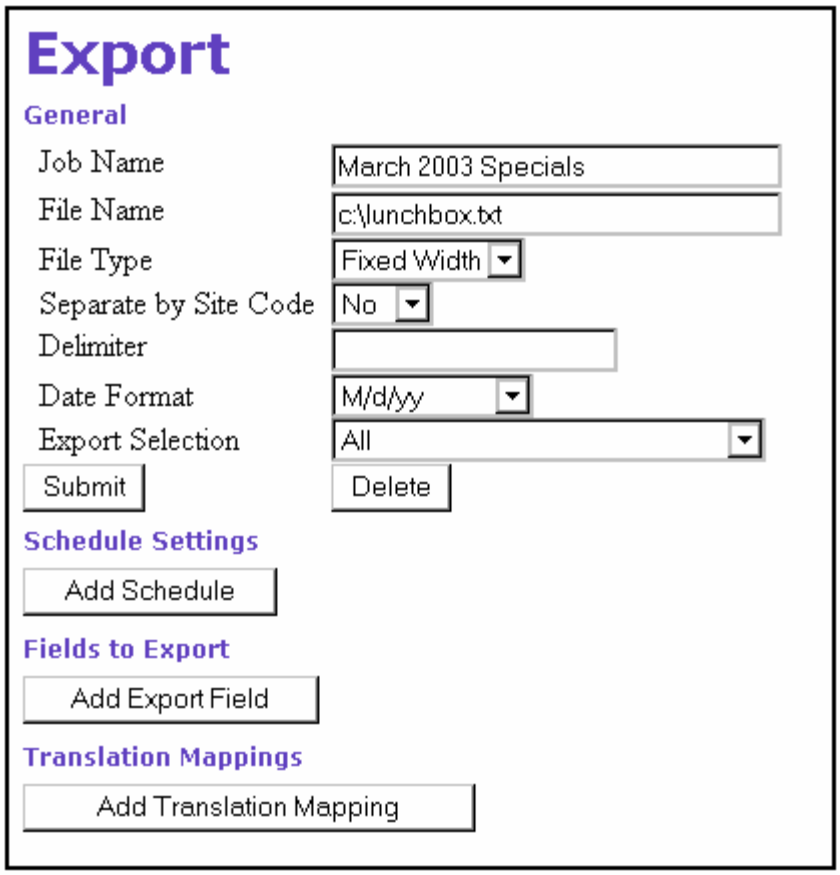
5 At this point, the user can:

- Add another export specification.
- Access any existing export specification.
- Copy an existing export specification.

Note**:** **The Application Start Date from Free and Reduced can be included as one the fields in the export specification files.**

Select Existing Export Specification

Click on the **Select** button for an Export Specification. The **Export** screen appears. The user can edit a custom Export Specification but cannot edit an export specification that was provided with the product as a template.



This screen contains the following four sections.

- **General**. Refer to the heading **Add Export Specifications** earlier in this chapter for directions on the fields in this section of the screen.
- **Schedule Settings**. Refer to the heading **Schedule Settings** later in the chapter for directions on this section of the screen.
- **Fields to Import**. Refer to the heading **Fields to Import** later in the chapter for directions on this section of the screen.
- **Translation Mapping**. Refer to the heading **Translation Mapping** later in the chapter for directions on this section of the screen.

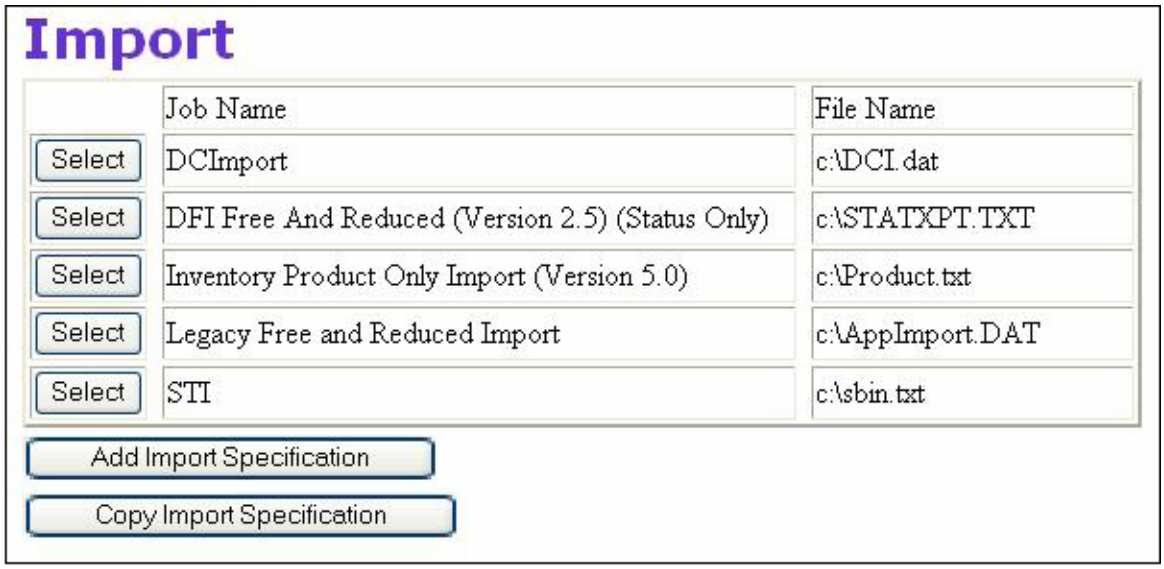
Import Execute

This option allows the user to import participant records and to review previously exported files.

Follow these steps to import participant records or review previously exported files.

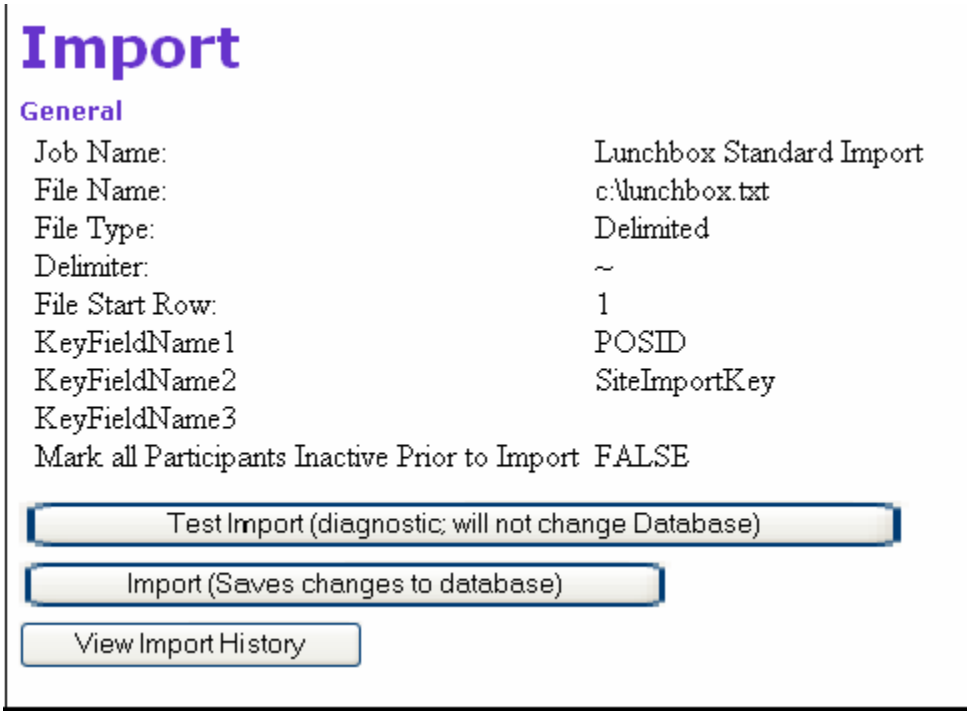
1 From the Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Import Execute** option. The **Import Execute** screen appears. It lists the available import specifications.



3 Select the desired import specification.

4 The **Import Execute Details** screen appears.



5 On this screen, the user can:

• **Test Import**. This option tests an import specification. Refer to the heading **Test Import Specification** for more information.

• **Import**. This option performs the import. Refer to the heading **Import** for more information.

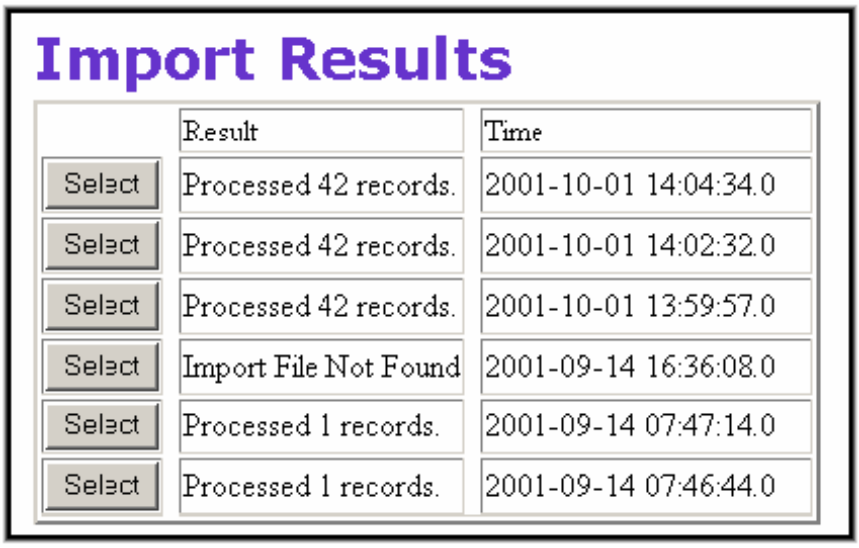
• **View Import History**. This option allows the user to view the import history for the selected import specification. Refer to the heading **View Import History** for more information.

Test Import Specification

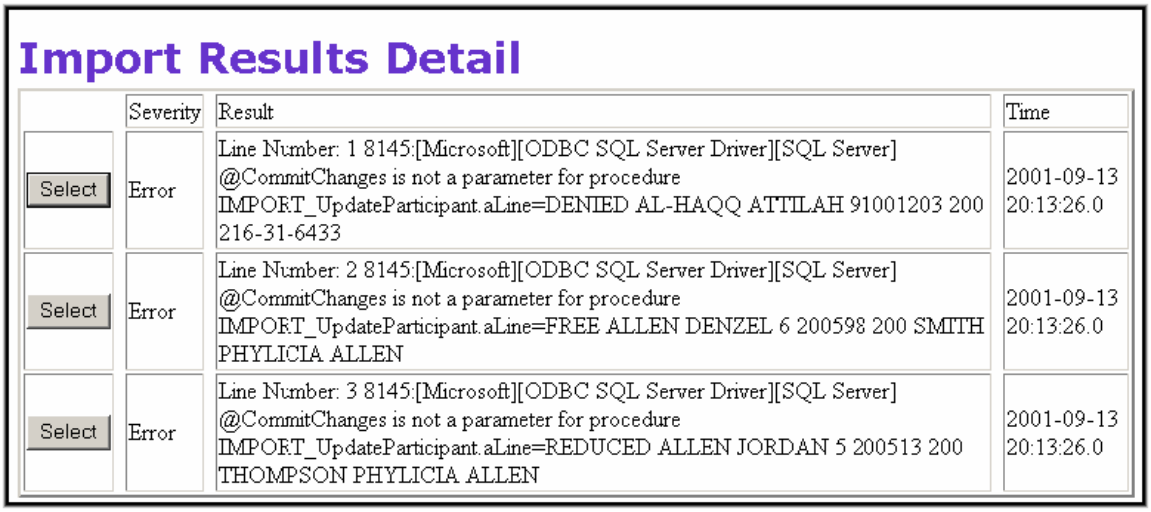
This option on the **Import Execute Detail** screen allows the user to test an import specification before actually importing files.

1 On the **Import Execute Detail** screen, click on the **Test** button.

2 The Import Results screen appears.



3 Select the import that was tested to view the results. The **Import Results Detail** screen appears.


Import Results Detail
Severity
Result
Time
Select
Error
Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433
2001-09-13 20:13:26.0
Select
Error
Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN
2001-09-13 20:13:26.0
Select
Error
Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN
2001-09-13 20:13:26.0

4 The user can review the information on this screen. If the test was successful, then the user can perform the import. If the test was not successful, the user can alter the Import Specification and test it again.

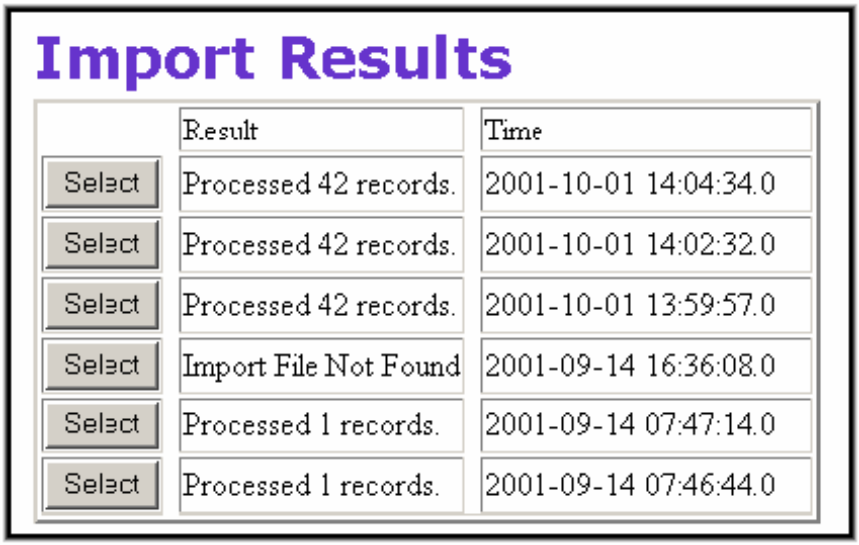
Note: **On a successful import, selecting one of the result lines will go directly to the** Edit Participant **screen.**

Import

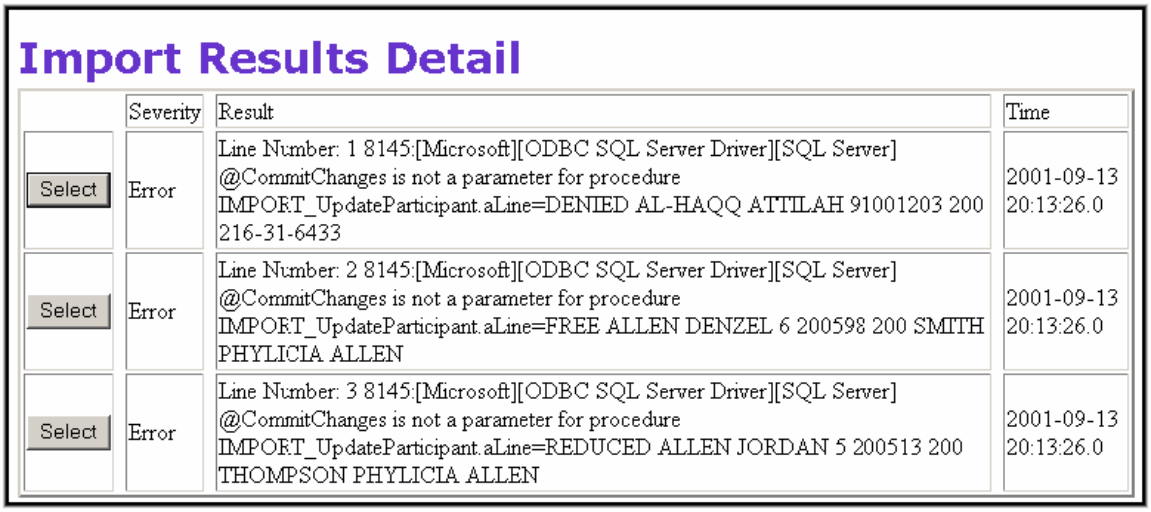
This option on the **Import Execute Detail** screen allows the user to import data using the selected import specification.

1 On the **Import Execute Detail** screen, click on the **Import** button.

2 The import is performed. When complete, the Import Results screen appears.



3 Select the completed import to view the results. The **Import Results Detail** screen appears.


Import Results Detail
Severity
Result
Time
Select
Error
Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433
2001-09-13 20:13:26.0
Select
Error
Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN
2001-09-13 20:13:26.0
Select
Error
Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN
2001-09-13 20:13:26.0

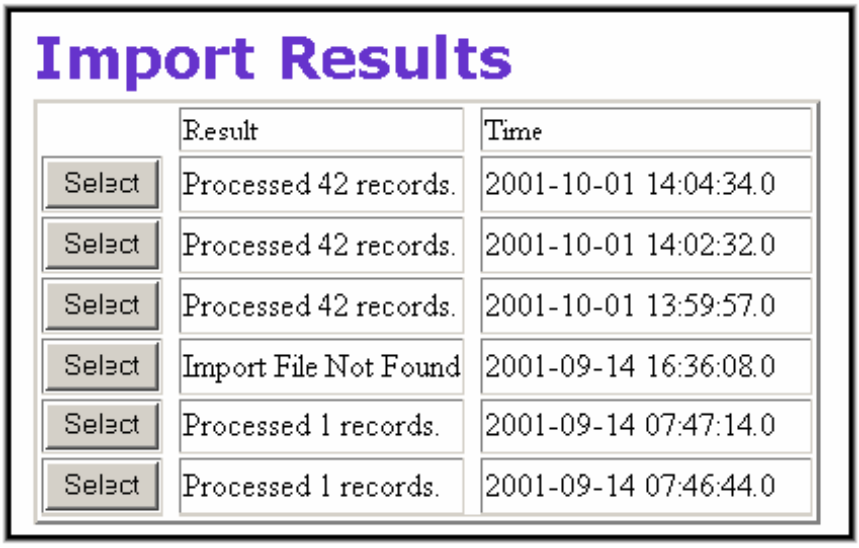
Note: **On a successful import, selecting one of the result lines will go directly to the** Edit Participant **screen.**

View Import History

This option on the Import Execute Detail screen allows the user to view the files that have been imported.

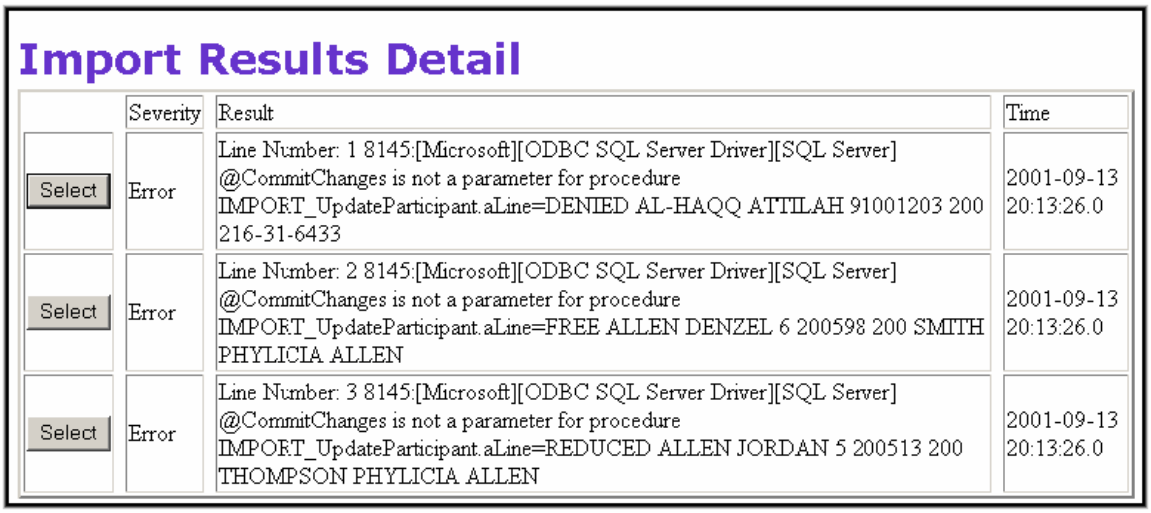
1 On the **Import Execute Detail** screen, click on the **View Import** button.

2 The Import Results screen appears.



2 Locate and select the desired import by clicking on the **Select** button.

3 The Import Results Detail screen appears.


Import Results Detail
Severity
Result
Time
Select
Error
Line Number: 1 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=DENIED AL-HAQQ ATTILAH 91001203 200 216-31-6433
2001-09-13 20:13:26.0
Select
Error
Line Number: 2 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=FREE ALLEN DENZEL 6 200598 200 SMITH PHYLICIA ALLEN
2001-09-13 20:13:26.0
Select
Error
Line Number: 3 8145:[Microsoft][ODBC SQL Server Driver][SQL Server] @CommitChanges is not a parameter for procedure IMPORT_UpdateParticipant.aLine=REDUCED ALLEN JORDAN 5 200513 200 THOMPSON PHYLICIA ALLEN
2001-09-13 20:13:26.0

4 When the user has completed reviewing the information, click on the **BACK ARROW** on the tool bar.

Note: **On a successful import, selecting one of the result lines will go directly to the** Edit Participant **screen.**

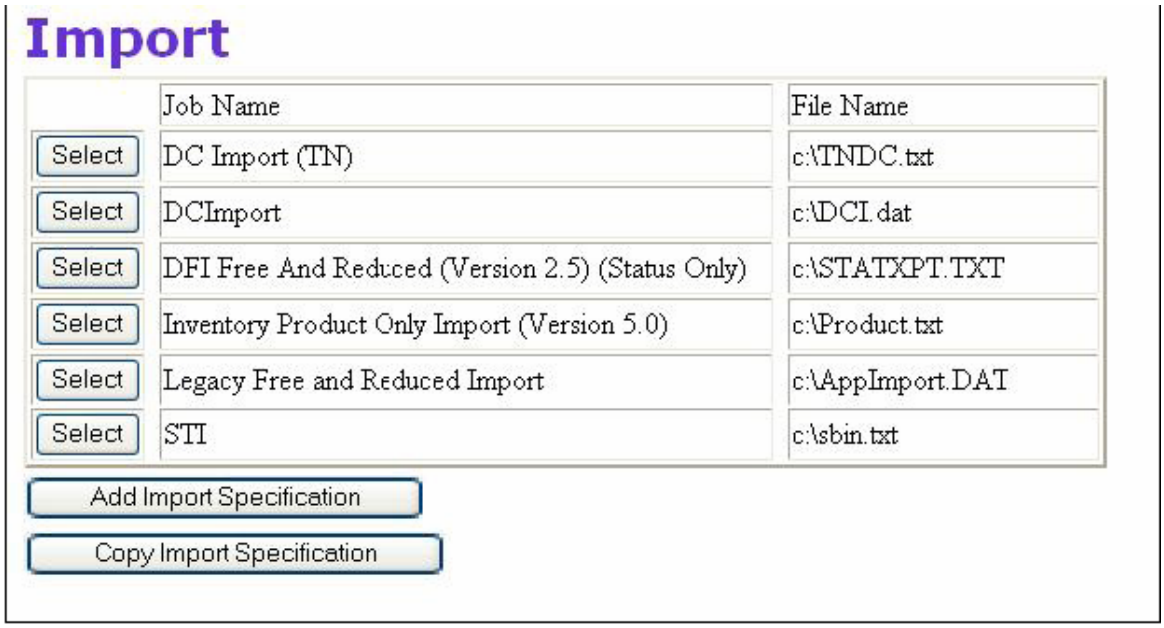
Import Settings

This option allows the user to review or create settings for import specifications.

Follow these steps to review or create import specifications.

1 From the Back Office Main Menu click on the **Communications** heading. The options available are listed underneath the heading.

2 Click on the **Import Settings** option. The **Import Settings** screen appears.



3 There are three choices*:*

• **Select.** Locate and click on the **Select** button of an existing import specification. Refer to the heading **Select Existing Import Specification**.

• **Add Import Specification**. Click on this button to add a new import specification to the system. The user can add the settings desired for the new specification. Refer to the heading **Add Import Specification**.

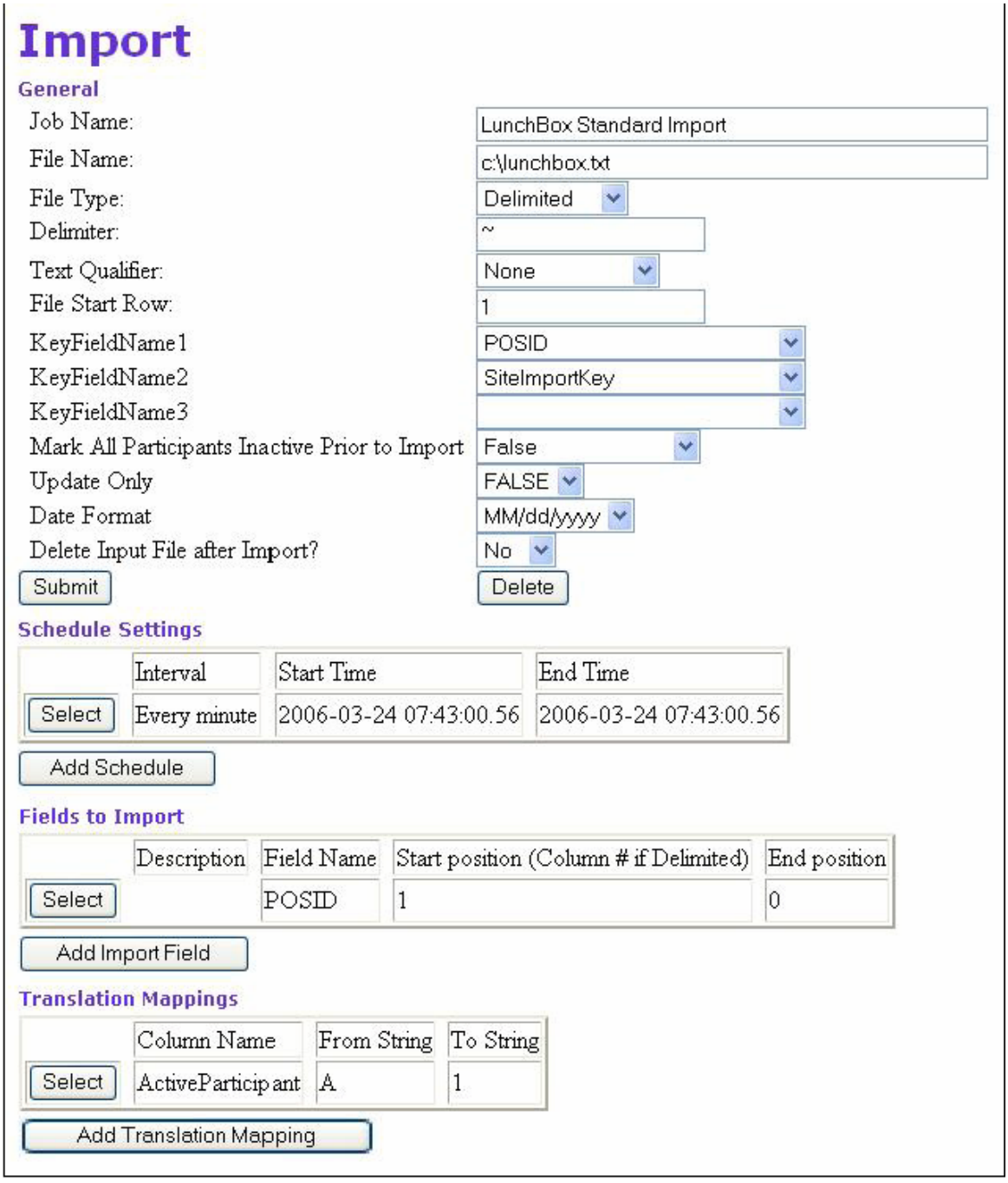
• **Copy Import Specification**. Click on this button to copy an existing import specification into a new import specification. The user can add or change the settings to create a new specification. Refer to the heading **Copy Import Specification**.

Note: The user can edit a custom specification. Import Specifications that were included in the database when it was installed cannot be edited.

Note: The City, State, and Zip Code fields can be added to a DC Import file specification.

Select Existing Import Specification

After selecting the desired export, the **Import** screen appears. The user can edit a custom Import Specification but cannot edit an import specification that was provided with the product as a template.



This screen contains the following four sections.

- **General**. Refer to the heading **General Fields** for more information.

- **Schedule Settings**. Refer to the heading **Schedule Settings** for more information.
- **Fields to Import**. Refer to the heading **Fields to Import** for more information.
- **Translation Mapping**. Refer to the heading **Translation Mapping** for more information.

General Fields

The following table lists the fields on this screen. These fields were completed when the Import Specification was created. They can be edited at any time.

Field	Description
Job Name:	A fifty character descriptive name of this import specification.
File Name:	Fully qualified path and file name of the file to import from.
File Type:	"Delimited" or "Fixed Width"
Delimiter:	If the File Type is **Delimited**, use this character as the delimiter. If the File type is **Fixed Width**, leave this field blank.
Text Qualifier	
File Start Row:	Skip all rows up to this Start Row. (Some files exported from other programs may have a descriptive header.)
KeyFieldName1	Match this column in order to uniquely identify a participant.
KeyFieldName2	If KeyFieldName1 is not sufficient to uniquely identify a participant, use this column also.
KeyFieldName3	If KeyFieldName1 and KeyFieldName2 are not sufficient to uniquely identify, this column can be used.
	Note: Key FieldNames are used to determine uniqueness between participants. The recommended columns include: SSN, DistrictID, and POSID. Any combination of columns can be used.
Mark All Participants Inactive Prior to Import	**TRUE** - If this field is set to True, when a file is imported, all participant records are set to inactive before the importing of new data begins. **FALSE** - When this field is set to False, when a file is imported, the active field of the participants is not changed before the import.
Update Only	**TRUE** - If this field is set to True, when a file is imported, the participant records that are in the imported file **and** that are in the database are **UPDATED**. The participant records in the imported file that are not in the database are ignored. The export appends to the export file and does not replace the existing data. **FALSE** - When this field is set to False, when a file is imported, the participant records are updated **and** the participants in the file that are not already in the database are **ADDED** to the database.
Date Format:	Acceptable formats include: yyyyMMdd MMddyyyy MM/dd/yyyy yyyy-MM-dd MMddyy M/d/yy
Delete Input File after Import:	Accept default setting of **YES** to delete the input file after import occurs. Click on the drop down box and select **NO** to not delete file.

When the fields are completed, the user can:

- Add or change the Schedule Settings.
- Add or change the Fields to Import.

• Add or change the Translation Mappings.

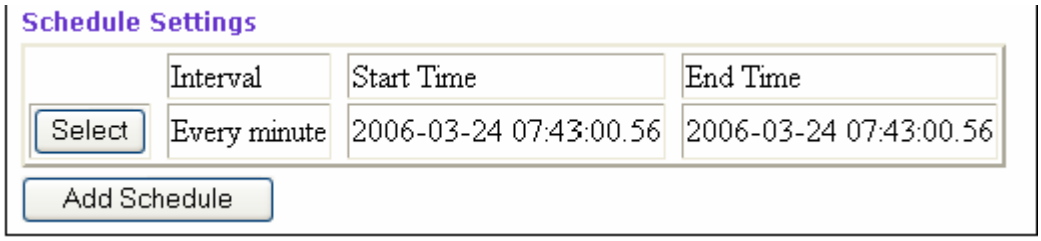
• When all additions and changes are complete, click on **Submit** to save the new settings for the Import Specification.

• The user can click on the **Delete** button on this screen at any time to delete the entire Import Specification.

Schedule Settings

On the Import Specifications screen, the user can configure Schedule Settings.

The Schedule Settings section is located in the middle of the Import Specifications screen.



In this section of the screen, the user can:

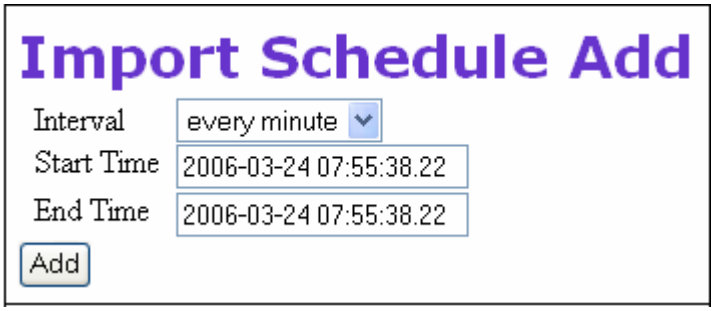
- Add a new Schedule to the Import Specification.
- Edit or delete a Schedule that is already in the Import Specification.

Add Schedule Setting

Complete the following steps to add a new Schedule Setting.

1 In the Schedule Settings section of the screen, locate and click on the **Add Schedule** button.

2 The Import Schedule Add screen appears.



3 The screen appears with the default settings of EVERY MINUTE and the current time as the start time and the end time.

4 Complete the following fields.

- **Interval**. Click in the drop down box and select the desired setting. The options are:
  - Every Day.
  - Every Hour.

• Every Minute.

• **StartTime**. Advance to the **StartTime** field and type the desired time using the format CCCC-MM-DD HH:MM.

• **EndTime**. Advance to the **EndTime** field and type the desired time using the format CCCC-MM-DD HH:MM.

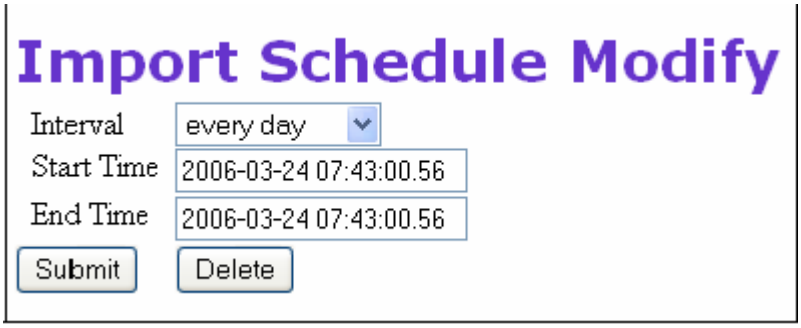
5 When the fields are complete, click on the **Add** button. The Import screen appears again with the new schedule listed on the screen.

Edit or Delete Schedule Settings

Complete the following steps to edit or delete Schedule Settings.

1 On the Import screen, locate the desired schedule to edit or delete.

2 Click on the **Select** button. The Import Field Modify screen appears.



3 On this screen, the user can:

• Edit an existing Schedule Setting in the selected Import Specification.

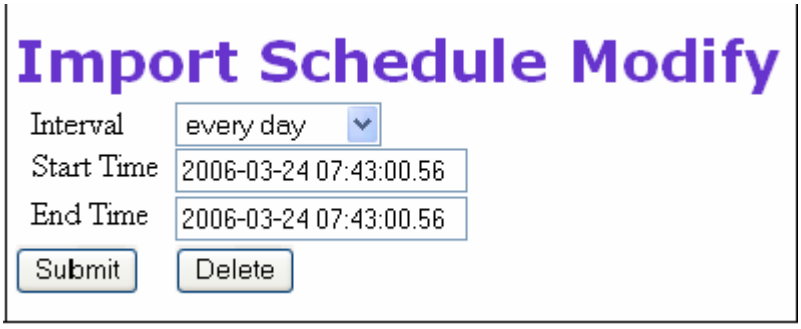
• Delete an existing Schedule Setting from the selected Import Specification.

Edit Schedule Setting

Complete the following steps to edit an existing Schedule Setting.

1 In the Schedule Settings section of the screen, locate and click on the **Add Schedule** button.

2 The Import Schedule Modify screen appears.



3 The screen appears with the current settings.

4 Change the settings in any of the following fields.

- **Interval**. Click in the drop down box and select the desired setting.
- **StartTime**. Advance to the StartTime field and type the desired time using the format CCCC-MM-DD HH:MM.
- **EndTime**. Advance to the EndTime field and type the desired time using the format CCCC-MM-DD HH:MM.

5 When the fields are complete, click on the **Submit** button. The Import screen appears again. The changes to the schedule settings are saved.

Delete Schedule Setting

Complete the following steps to delete an existing Schedule Setting.

1 In the Schedule Settings section of the screen, locate and click on the desired schedule.

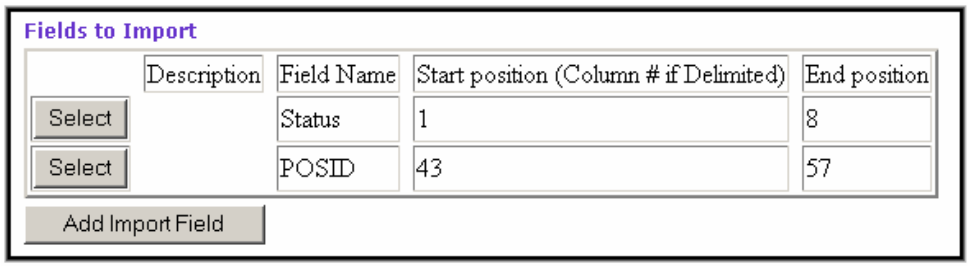
2 The Import Schedule Modify screen appears.

3 Click on the **Delete** button. The Import screen appears again. The selected schedule has been deleted.

Fields to Import

On the Import Specifications screen, the user can configure the Fields to Import.

The Fields to Import section is located in the middle of the Import Specifications screen.



In this section of the screen, the user can:

- Add a new Import field to the Import Specification.
- Edit or delete an Import field that is already in the Import Specification.

List of Available Fields

ActiveContact	ContactSSN	#OfChargeTransactions
ActiveParticipant	ContactType	ParticipantID

ALaCarteLimitAmount	County	POSID
ALaCarteLimitInterval	DistrictID	PrimaryContact
ALaCarteLimitType	Extension	Relationship
AreaCode	FirstName	SiteCode
BirthDate	FSAFDC	SiteImportKey
BuyAlacarte	GradeLevel	SSN
City	GroupID	State
Comment	HomeRoom	Status
ContactFirstName	LastName	StoredValue
ContactLastName	MiddleName	Street
ContactMiddleName	Number	Zip

Add Import Field

Complete the following steps to add an Import Field.

1 Click on the **Add Field** button. The Import Field Add screen appears.

2 Complete the fields on the screen.

- **Field Name**. Click in the drop down box and select the desired field name.
- **Description**. Advance to this field and type the desired description.
- **StartPos**. Advance to this field and type the desired starting position.
- **EndPos**. Advance to this field and type the desired ending position.

Note: **If the import file is 'Fixed Width', set both starting and ending position. If the import file is 'Delimited', set only the starting position. Leave the end position blank.**

- **Default Value**. Advance to this field and type the desired default value for the field.
- **Value Format**. Click in the drop down box and select the desired value format for the field.

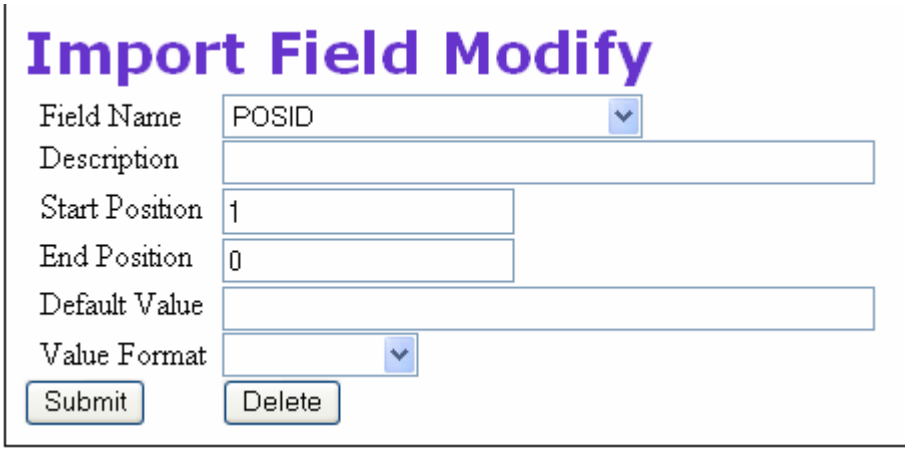
3 When the fields are complete, click on **Add**. The Import Settings screen appears again with the new field added.

Edit or Delete Import Field

Complete the following steps to edit or delete an Import Field.

1 On the **Import** screen, locate the desired field to edit or delete.

2 Click on the **Select** button. The **Import Field Modify** screen appears.



3 On this screen, the user can:

- Edit an existing Import Field in the selected Import Specification.
- Delete an existing Import field from the selected Import Specification.

Edit Import Field

With the desired Import Field displayed in the Import Field Modify screen, make any changes to the following fields.

- **Field Name**. Click in the drop down box and select the desired field name.
- **Description**. Advance to this field and type the desired description.
- **StartPos**. Advance to this field and type the desired starting position.
- **EndPos**. Advance to this field and type the desired ending position.

Note: **If the import file is 'Fixed Width', set both starting and ending position. If the import file is 'Delimited', set only the starting position.**

- **Default Value**. Advance to this field and type the default value for the field.
- **Value Format**. Click in the drop down box and select the desired value format for the field.

When the fields are complete, click on **Submit**. The Import screen appears again with the changes to the field saved.

Delete Import Field

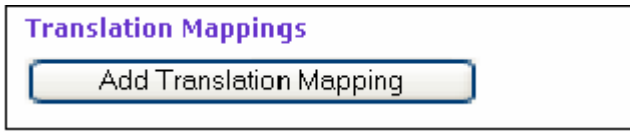
Locate and access the desired Import. It should be displayed on the Import Field Modify screen.

Click on **Delete**. The Import screen appears again without the deleted field.

Translation Mappings

On the Import Specifications screen, the user can configure Translation Mappings.

1 The Translation Mappings section is located at the bottom of the Import Specifications screen.



without any settings

2 Locate and click on the **Add Translation Map** button.

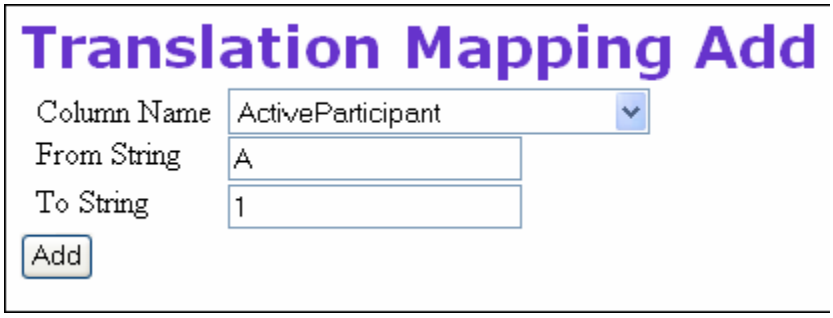
3 Complete the following fields.

- **ColumnName**. Click in the drop box and select the desired Column Name.
- **FromString**. Click in the field and type the desired setting.
- **ToString**. Click in the field and type the desired setting.

Note: **For each value in the selected field that equals** FromString**, the value imported is translated into** ToString**. For example, if** SiteImportKey **is equal to 1002, the value imported will be equal to "**Grove**".**

4 When the settings are complete, click on the **Add** button.

5 The Import Settings screen appears again with the new Translation Mappings setting added to the settings.



6 At this point, the user can:

- Add another Translation Map.

- Add or change the Import Fields.
- Add or change the Schedule Settings.
- Add or change the General Settings.

Edit or Delete Translation Mapping

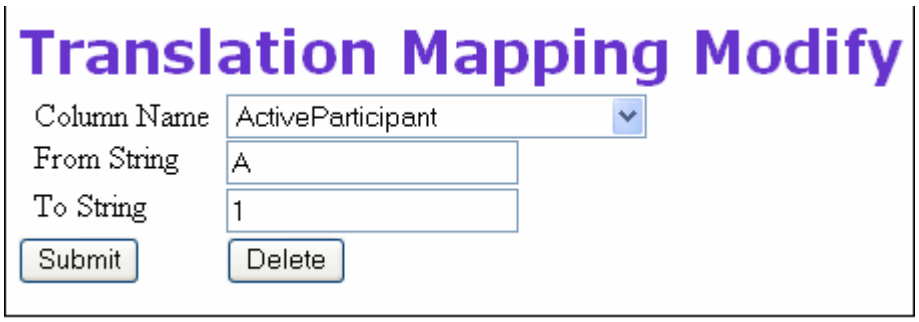
To delete a setting in the Translation Mapping section of any Import Specification, complete the following steps.

1 Access the desired Import Specification. The General Settings section of the file will be displayed at the top of the screen.

2 Scroll down to the Translation Mapping section of the screen.

3 Locate and access the desired Translation Map by clicking on the **Select** button.

4 The Translation Map Modify screen appears.



5 On this screen, the user can:

- Edit the settings for this Translation Map.
- Delete this Translation Map.

Edit Translation Map

When the desired Translation Map setting is displayed on the Translation Map Modify screen, make changes to any of the settings.

When the changes are complete, click on the **Submit** button. The Import Specification screen appears again. The selected Translation Map has been edited.

Delete Translation Map

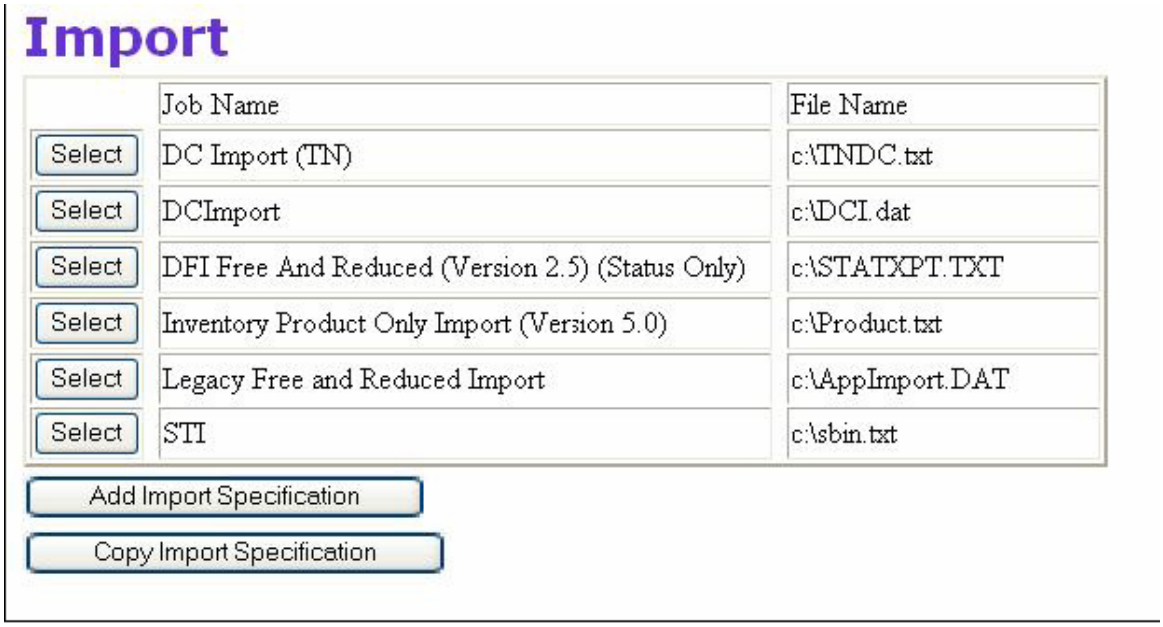
When the desired Translation Map setting is displayed on the Translation Map Modify screen, click on the **Delete** button.

The Import Specification screen appears again. The selected Translation Map has been deleted.

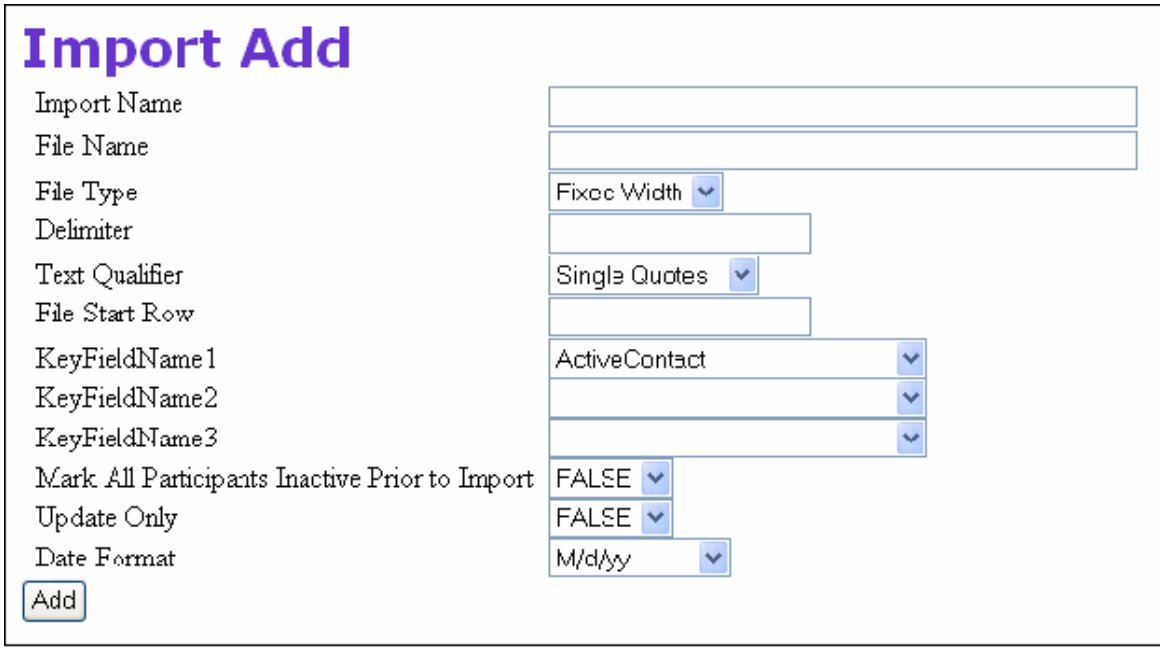
Add Import Specification

The user can create a new Import Specification.

1 Access the Import Settings screen.

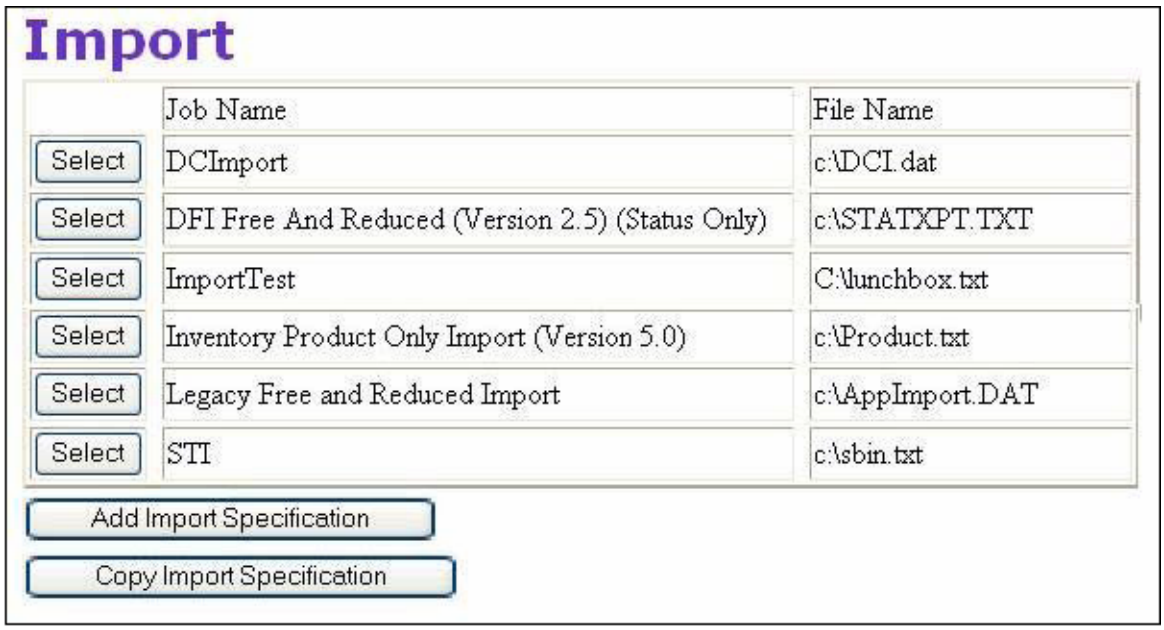


2 Locate and click on the **Add Import Specifications** button. The Add Import screen appears.



3 Fill in the appropriate information and then click on the **Add** button.

4 The Import screen appears again with the new specification listed. The Import Settings screen appears again with the new Import Specification listed at the bottom of the screen. In the example above, the screen displays **ImportTest**.

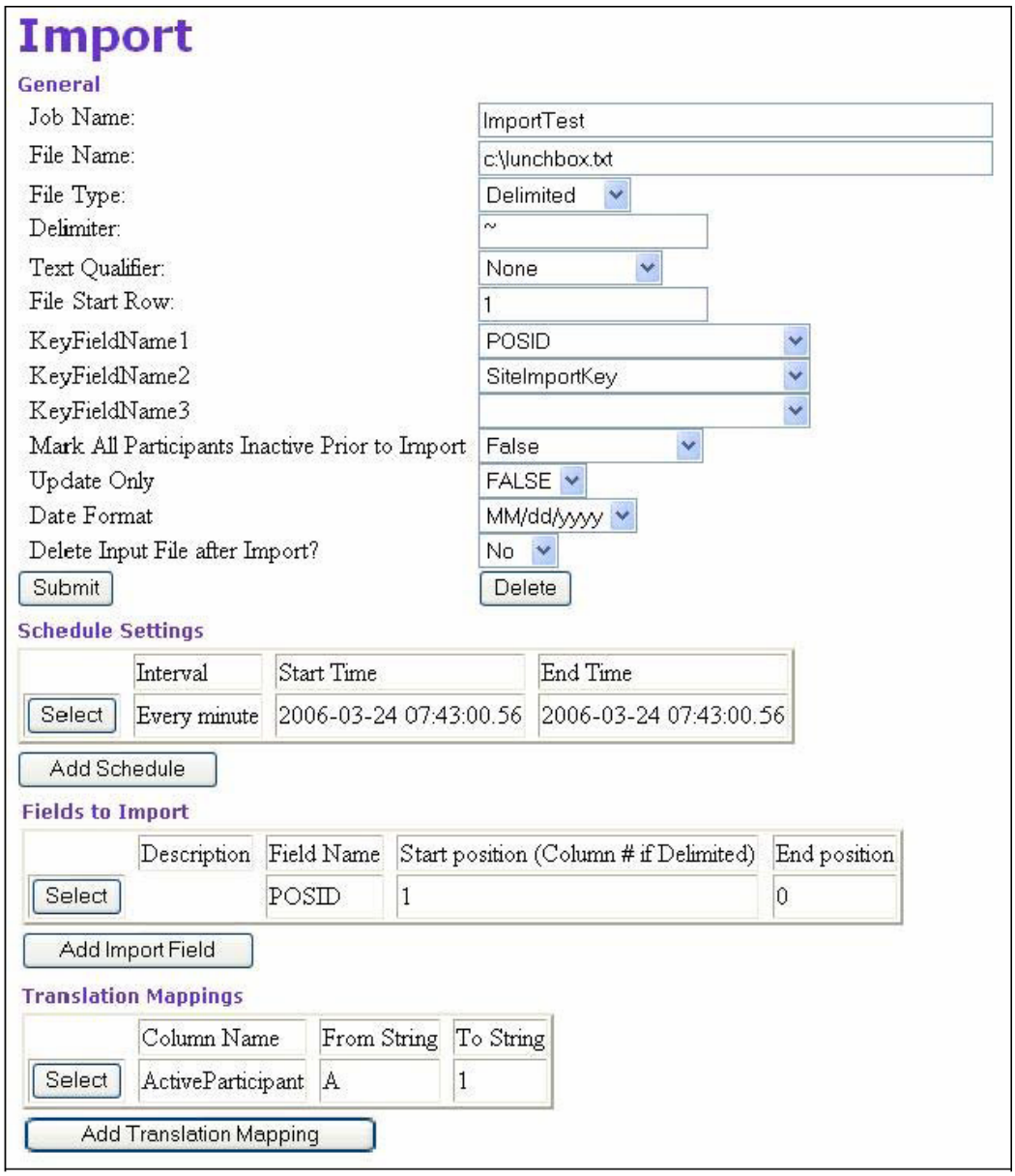


listing new Import Specification

7 Select the new Import Specification by clicking on the **Select** button beside the name.

8 The new Import Specification displays again with the General Settings that have already been set.

9 Add any desired settings for Schedule Settings, Fields to Import, and Translation Mappings.



10 When the sections are complete, the user can:

- Save the Import Specification by clicking on the **Submit** button.
- Delete the Import Specification by clicking on the **Delete** button.

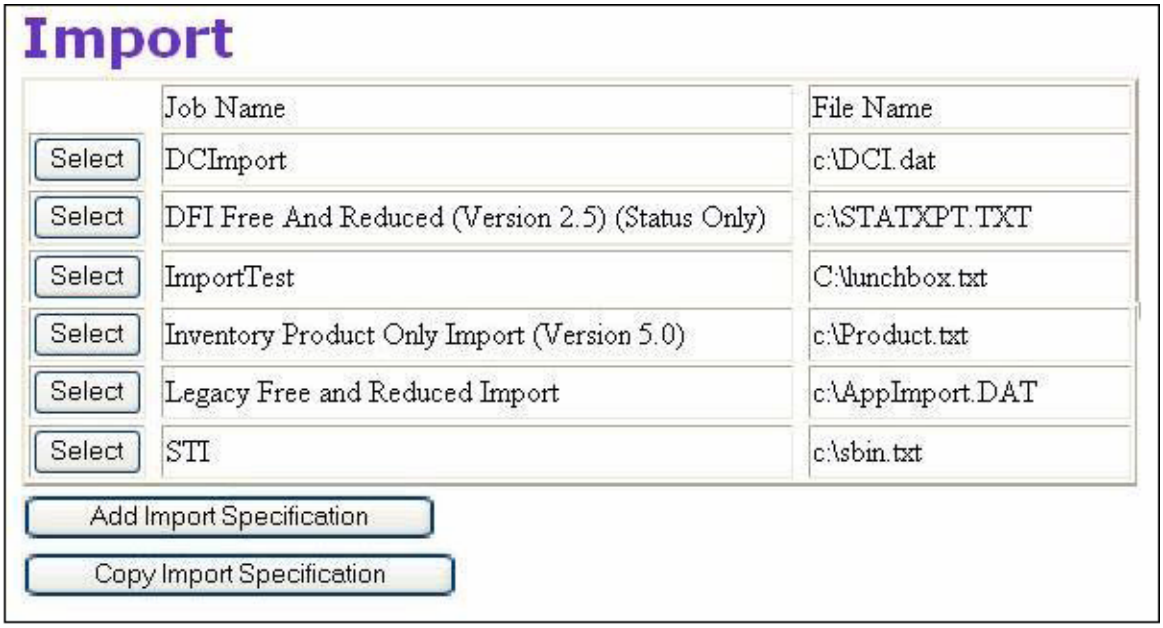
11 For details on the different sections of this screen, refer to the headings earlier in this chapter:

- General Settings.
- Schedule Settings.
- Fields to Import.
- Translation Mappings.

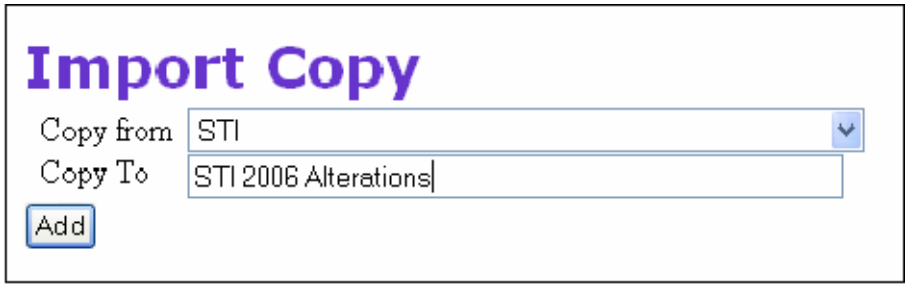
Copy Import Specification

The user can create a new Import Specification by copying an existing specification. The system allows the user to copy any of the specifications that are on the system.

1 On the Import Settings screen, locate and click on the **Copy Import Specifications** button.



2 The Import Copy screen appears.

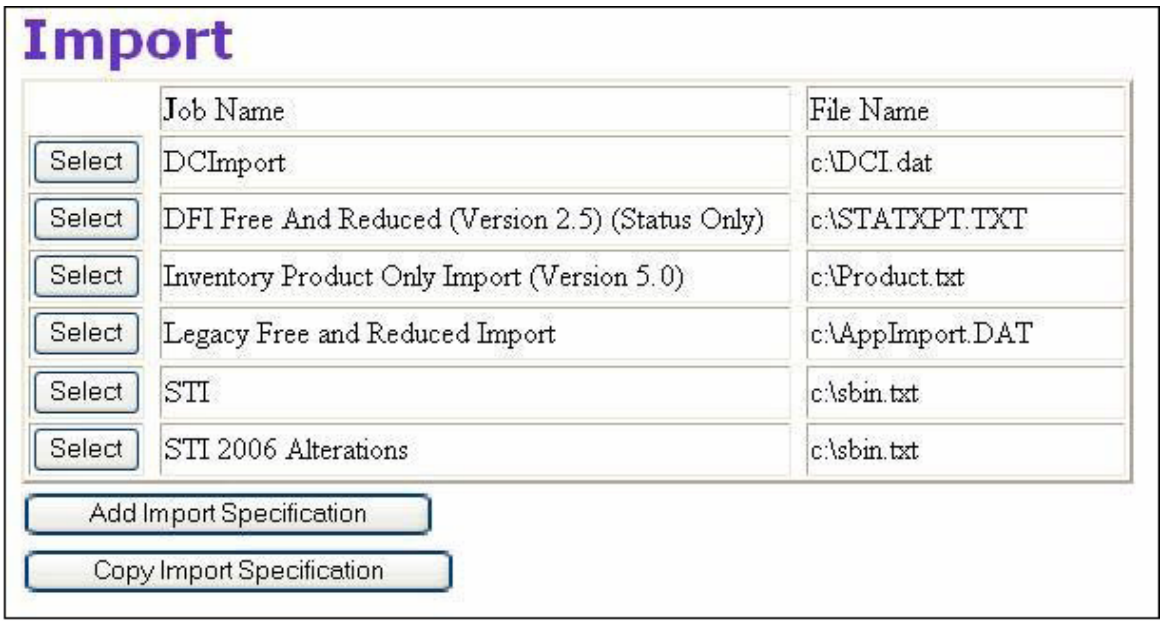


3 Click in the drop down box in the field **Copy From** to select the desired specification to copy. The user can copy any of the specifications that are listed. In the example above, the user selected **STI**.

4 In the **Copy To** field, type the name of the new Import Specification. In the example above, the user typed **STI 2006 Alterations**. This is just an example.

5 Click on the **Add** button.

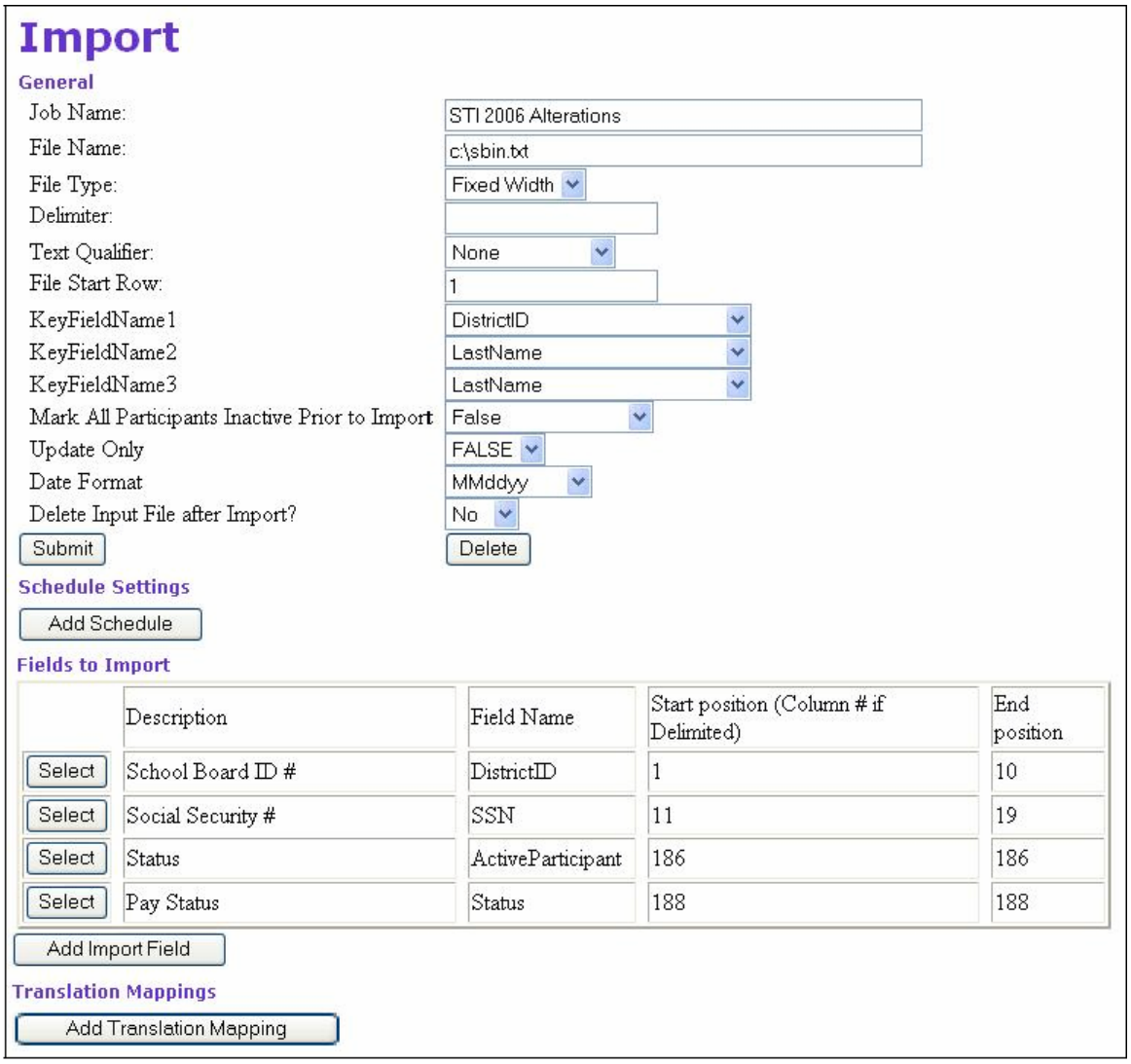
6 The Import Settings screen appears again with the new Import Specification listed at the bottom of the screen. In the example above, the screen displays **STI 2002 Alterations**.



listing new Import Specification that was copied

7 Select the new Import Specification by clicking on the **Select** button beside the name.

8 The settings for the new specification match the settings of the original specification.



match settings of original specification

9 When the sections are complete, the user can:

- Save the Import Specification by clicking on the **Submit** button.
- Delete the Import Specification by clicking on the **Delete** button.

10 For details on the different sections of this screen, refer to the headings earlier in this chapter:

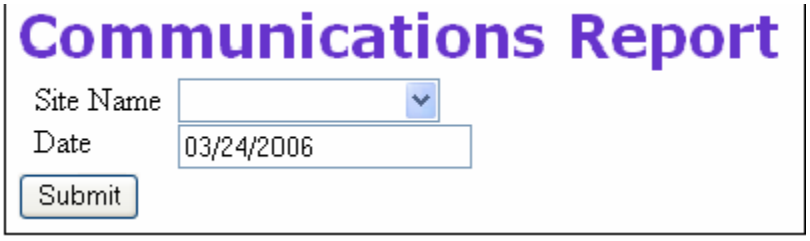
- General Settings.
- Schedule Settings.
- Fields to Import.
- Translation Mappings.

Communications Report

This option is used to view the results of nightly communications from the POS Sites.

1 From the SiteManager Main Menu, click on the **Communications** heading. The options available appear in a list underneath the heading.

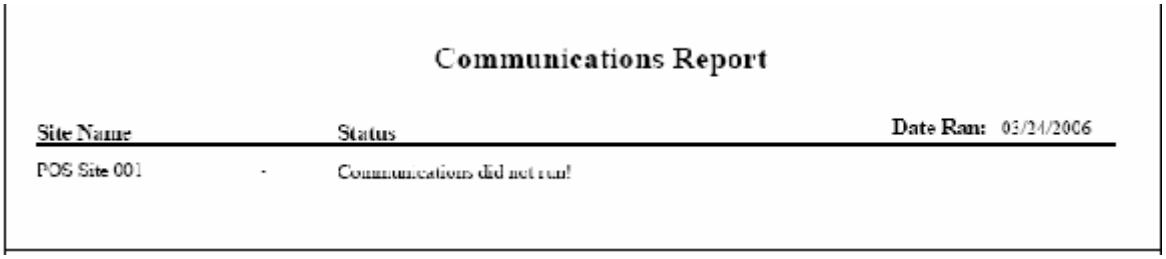
2 Locate and click on the **Communications Report** option. The set up window appears.



3 Select a site. Click on the drop down box for the **Site** field and select a site.

4 Accept the setting in the **Date** field (current day) or click in the **Date** field and enter the desired date for the report. Use the format MM/DD/YYYY. (June 19, 2002 would be entered as 06/19/2002).

6 Click on **Submit**. The system generates the **Communications Report** and it appears on the screen.



7 At this point, the user can:

Print the report. Click on the **Print** icon and the report is printed on the default printer.

Click on any other option to select that option.

General Maintenance

Overview

The General Maintenance menu provides the user with access to menu options that configure SiteManager so that it functions for the district. Under General Maintenance are the options to add or edit users in the system, the agencies and their programs, and the sites that will communicate with SiteManager. Generally, each school is set up as a site in SiteManager.

Access General Maintenance Menu

Complete the following steps to access the options under the General Maintenance heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to **Chapter 1 Introduction and Main Menu** for more information.

2 From the SiteManager Main Menu, click the General Maintenance heading.

3 The list of options appears under the heading.

POS Data Management
Free and Reduced
Inventory Management
Communications
General Maintenance

- Users
- Agencies
- Sites
- Change Password
- Participants
- Products
- Suppliers
- Student Form Letters
- End of Year (Graduation)
    - Edit /Add Grade Level
    - Generate Site Grad Table
    - Edit Site Grad Table
    - Graduation Table Generate
    - Graduation Action Edit
    - End of Year Execute
- End of Year Reports
    - Student Listing
    - Student Form Letters

Settings
Utilities

4 The options under the heading list the maintenance options available in SiteManager. Each option is documented in this chapter.

Users

Follow these steps when searching for a User Record.

1 From the SiteManager Main Menu click on the **General Maintenance** option. The options available are listed underneath the heading.

2 Click on the **User** option.

3 The User Search screen appears.

4 On this screen, the operator can:

- Add new user. Refer to the heading **Add New User** for complete information.
- Edit existing user. Refer to the heading **Edit Existing User** for complete information.

Edit Existing User

Complete the following steps to access and edit an existing User Record.

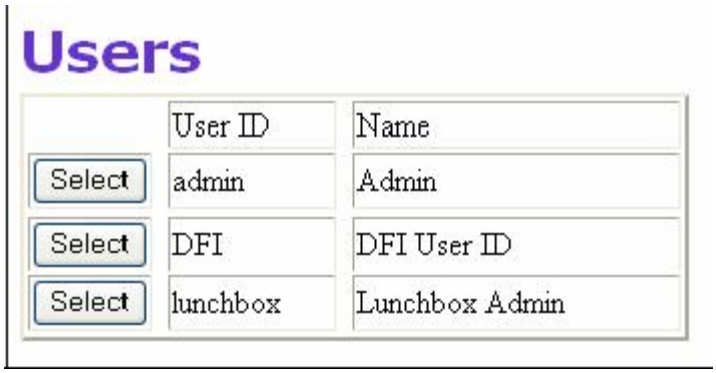
1 Access the User Search screen.

2 Enter search parameters for one field or multiple fields:

- Click in the **User ID** field, and then enter the user ID. (User ID's can be a combination of numbers and letters.)
- Click in the **User Name** field, and then enter a name.
- Leave both fields blank to select all users.
- Enter partial entries to search for all users with that information as part of the ID or Name. For example, if the operator types **D** in the name field, the search finds David, Davis, Dave, Donald, Debbie, Doris, Datsun, and Dolores. If the operator types **Dav** in the name field, the search finds David, Davis and Dave.

3 Click on the **Search** button.

4 The Users screen appears with the results of the search.



displaying results of search

5 Access the desired user record by clicking on the **Select** button for that record.

6 The following screen appears.

7 On this screen, the operator can:

- Make changes to **Name** and **User ID** fields for the User Record.
- Change the **Security Groups** associated with the user profile. If the button **Add Groups** appears on the screen, there are Security Groups that can be assigned to the user profile. If the button does not appear, all of the available Security Groups have been assigned to this user profile.

• Change the **Site Groups** associated with the user profile. If the button **Add Site Groups** appears on the screen, there are Site Groups that can be assigned to the user profile. If the button does not appear, all of the available Site Groups have been assigned to this user profile.

• Change the **Participants** associated with the user profile. Generally, **Participants** are associated with the users who are their parents or guardians. This allows parents to make Internet deposits and payments for the student's account.

• Access another SiteManager option by clicking on the heading and option on the left side of the screen.

Edit Name and User ID Fields

On the User Record Details screen, the operator can edit the name and user ID fields.

- Click in the **Name** or **User ID** fields and type changes.
- Change the **Active** setting. Click on the drop down box and select **True** or **False**.
    - **True**. The User ID is available on the system.
    - **False**. The User ID is no longer available on the system.
- **Submit**. Click on the **Submit** key to save the changes.
- **Delete**. Click on the **Delete** key to delete the user.
    - If there are no records attached to the user ID, it is deleted.
    - If there are records attached to the User ID, it cannot be deleted. Set the Active setting to False and no one will be able to use the User ID to log into SiteManager.
- **Reset Password to User ID**. Click on this key to set the password for the user to be the same as the User ID.

Maintain Site Groups

On the User Record Details screen, the operator can maintain the Site Groups assigned to the user's profile. In the Site Group section of the window, the operator can:

• Access any of the current Site Groups in the user's profile in SiteManager.

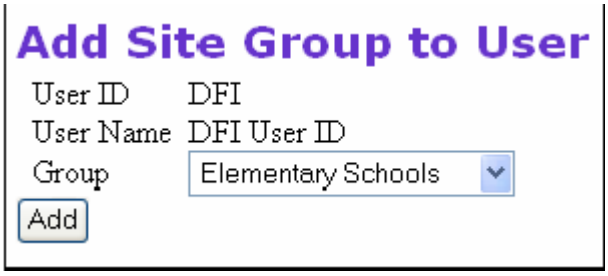
• Click on the **Add Site Group** button to assign another Site Group to the user. If the button does not appear, all of the available Site Groups have been assigned to this user profile.

Add Site Group

Complete the following steps to add a site group to a user record.

1 On the User Record screen, click on the Add Site Group button.

2 The following screen appears.



3 Click in the drop down box and select the desired group.

4 Then click on **Add** to add the Site Group to the user's profile in SiteManager.

Delete Site Group

Complete the following steps to delete a site group from a user record.

1 On the User Record screen, click on the **Select** button for the desired site group.

2 The following screen appears.

3 Click on the **Delete** button to remove the Site Group from the user's profile in SiteManager.

Maintain Security Groups

On the User Record Details screen, the operator can maintain the Security Groups in the user's profile. In the Security Groups section of the screen, the operator can:

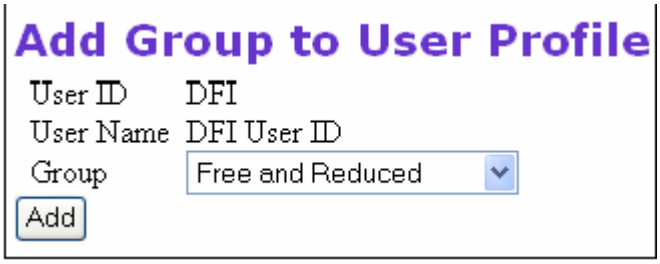
- Access any of the current Security Groups in the user's profile in SiteManager.
- Click on the **Add Group** button to add a security group to the user's profile. If the button does not appear, all of the available Security Groups have been assigned to this user profile.

Add Security Group

Complete the following steps to add a security group to a user record.

1 On the User Record screen, click on the **Add Group** button.

2 The following screen appears.



3 Click on the drop down box and select the group to add to this user's profile.

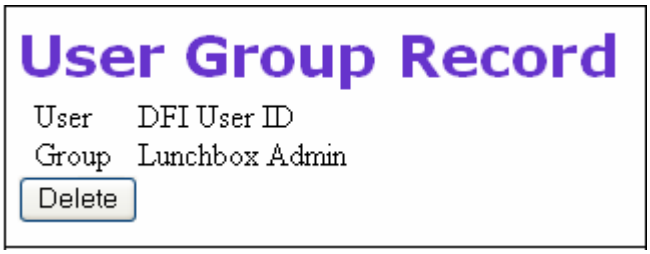
4 Click **Add**. The User Record displays again with the new security group listed.

Delete Security Group

Complete the following steps to delete a security group from a user record.

1 On the User Record screen, click on the **Select** button for the desired site group.

2 The following screen appears.



delete security group

3 Click on **Delete** to delete this security group from the user's profile in SiteManager.

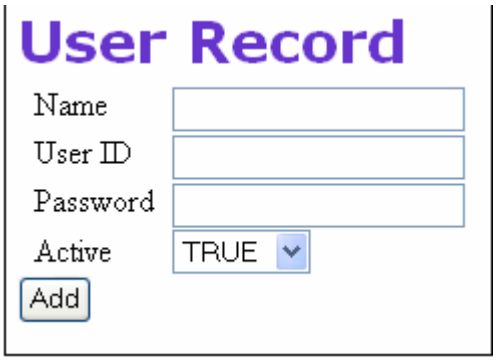
Add User

Complete the following steps to add a new User Record.

1 Access the User Search screen.

2 Click on the **Add** button.

3 A blank User Record screen appears.



4 Complete the fields on the screen.

• **Name**. Type the user name for records. This can be the user's full name.

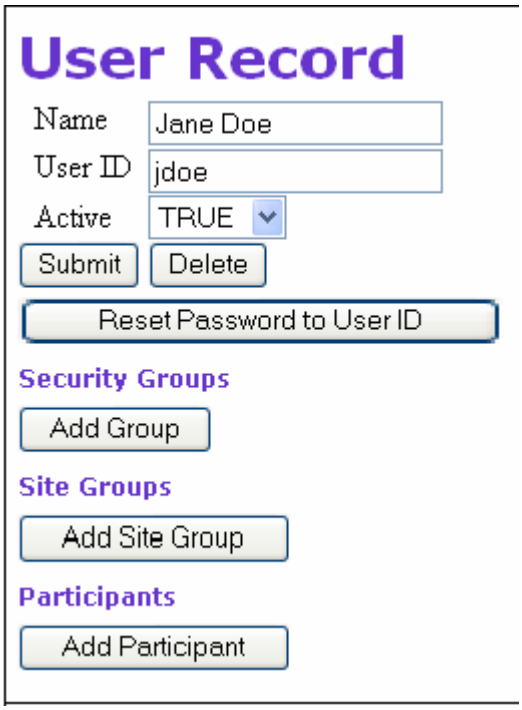
• **User ID**. Type the shorter user ID that is used on screens to identify the user.

• **Password**. Type password that the user enters when signing on the system.

• **Active**. Accept the default setting of **True** or click in the drop down box and select **False**. If the user record is set to **False**, the user cannot sign on the system.

5 Click on the **Add** button.

6 The User Record screen appears again with additional fields.



7 On this screen, the operator can:

• Add **Security Groups** to the user profile. If the button **Add Groups** appears on the screen, there are Security Groups that can be assigned to the user profile. If the button does not appear, all of the available Security Groups have been assigned to this user profile.

• Add **Site Groups** to the user profile. If the button **Add Site Groups** appears on the screen, there are Site Groups that can be assigned to the user profile. If the button does not appear, all of the available Site Groups have been assigned to this user profile.

• Add **Participants** to the user profile. Generally, **Participants** are associated with the users who are their parents or guardians. This allows parents to make Internet deposits and payments for the student's account.

• Access another SiteManager option by clicking on the heading and option on the left side of the screen.

• **Submit**. Click on the **Submit** key to save the changes.

• **Delete**. Click on the **Delete** key to delete the user.

  • If there are no records attached to the user ID, it is deleted.

• If there are records attached to the User ID, it cannot be deleted. Set the Active setting to False and no one will be able to use the User ID to log into SiteManager.

• **Reset Password to User ID**. Click on this key to set the password for the user to be the same as the User ID.

Add Security Groups

Complete the following steps to add a security group to the user record.

1 Click on the **Add Group** button. The following screen appears.

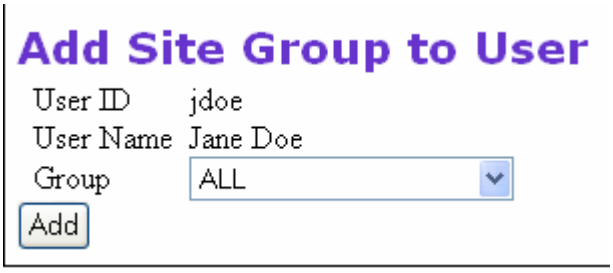
2 Click on the drop down box and select the group to add to this user's profile.

3 Click **Add**. The User Record displays again with the new security group listed.

Add Site Groups

Complete the following steps to add a site group to the user record.

1 Click on the **Add Site Group** button. The following screen appears.



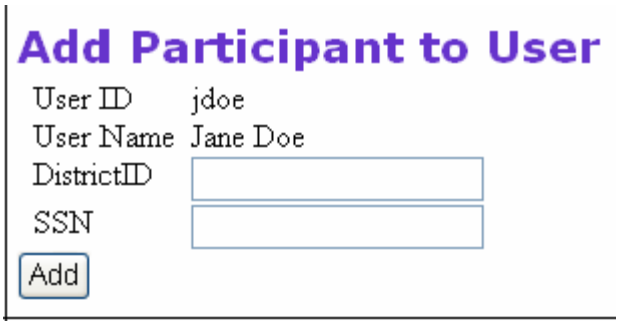
2 Click in the drop down box and select the desired group.

3 Then click on **Add** to add the Site Group to the user's profile in SiteManager.

Add Participants

Complete the following steps to add a participant to the user record.

1 Click on the **Add Participant** button. The following screen appears.



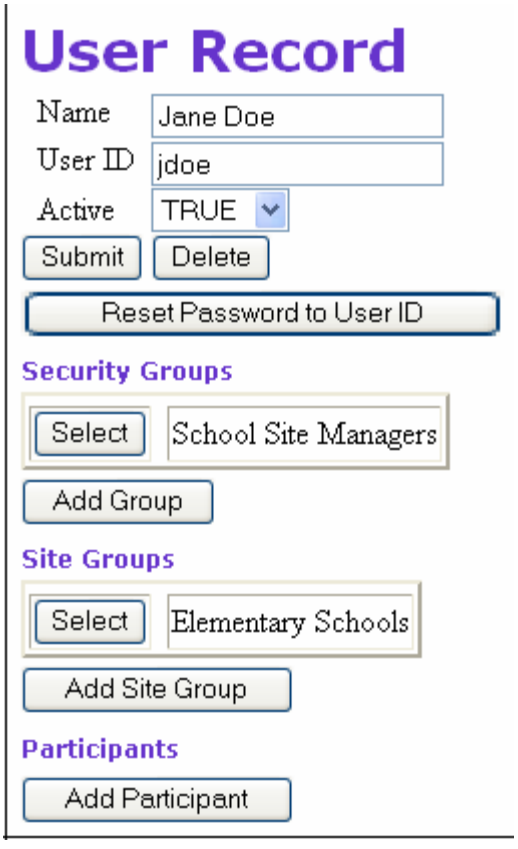
2 Click in the DistrictID field and enter the District ID of the Participant to be associated with this user.

3 Click in the **SSN** field and enter the social security number of the participant record.

4 Click **Add**. The User Record displays again with the new participant listed.

Review User Record

When Site Groups and Security Groups, Participants have been added to the User Record, the screen resembles the figure below.



At this point, the operator can:

- Add more Site Groups to the user profile.
- Add more Security Groups to the user profile.

• Click on any other SiteManager option under the headings on the left side of the screen.

Agency

This option allows the user to maintain the records for agencies used by the different sites.

1 Click on the option **Agency** under the General Maintenance heading.

2 The following screen appears.

3 From this screen, the operator can:

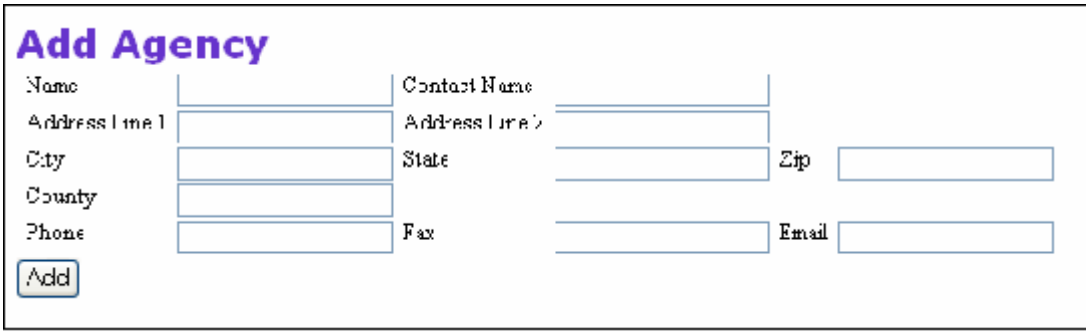
- Add a new agency to SiteManager.
- Edit an existing agency in SiteManager.

Add Agency

Complete the following steps to add an agency to SiteManager.

1 Access the Agency Maintenance screen.

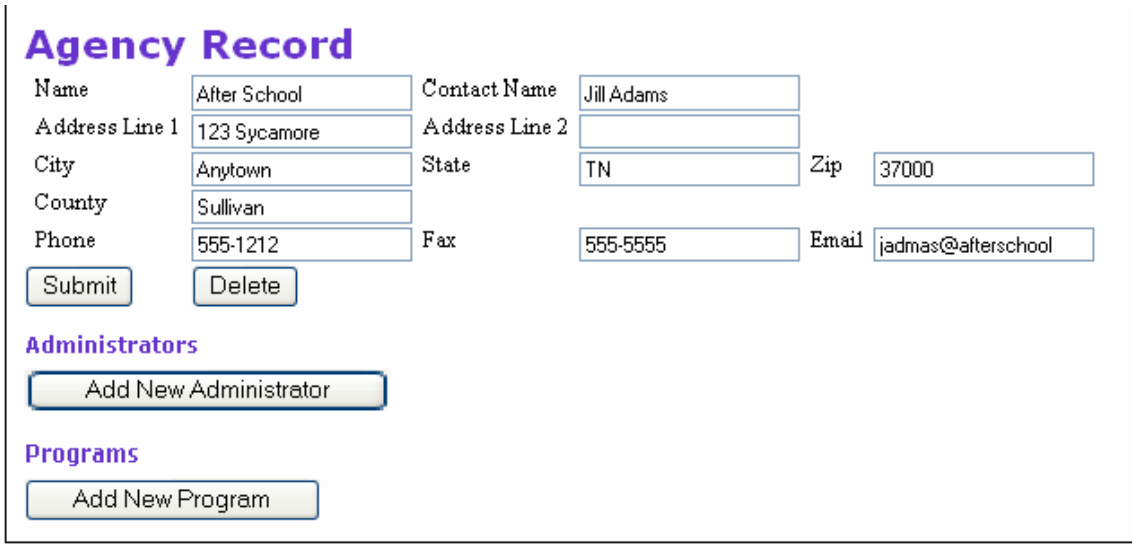
2 Click **Add Agency**. The following screen opens:



3 Type the appropriate information in the various text fields.

4 Click on the **Add** button.

5 The Add Agency screen displays again with additional fields to complete.



after record has been added to the system

6 At this point, the user can:

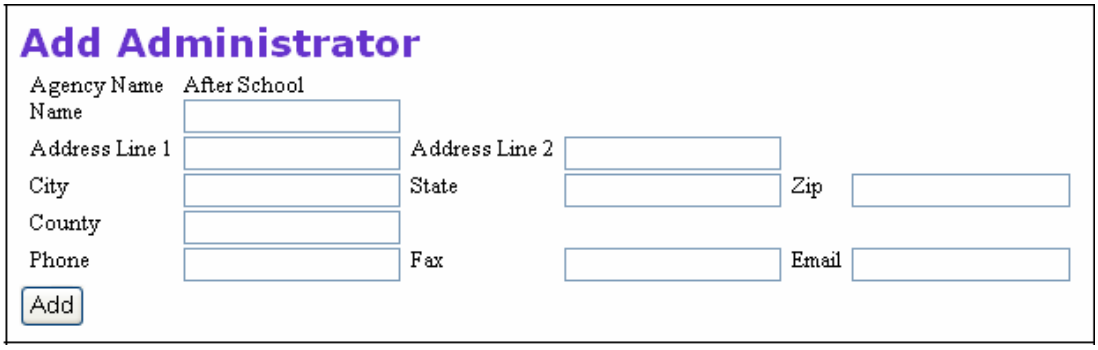
- Add new administrators.
- Add new programs.

Add New Administrator

Complete the following steps to add an administrator to an agency.

1 From the Add Agency screen, click on the Add New Administrator button.

2 The Add administrator screen appears.



3 Complete the desired fields. The **Name** field is the only required field.

4 Click on the **Add** button.

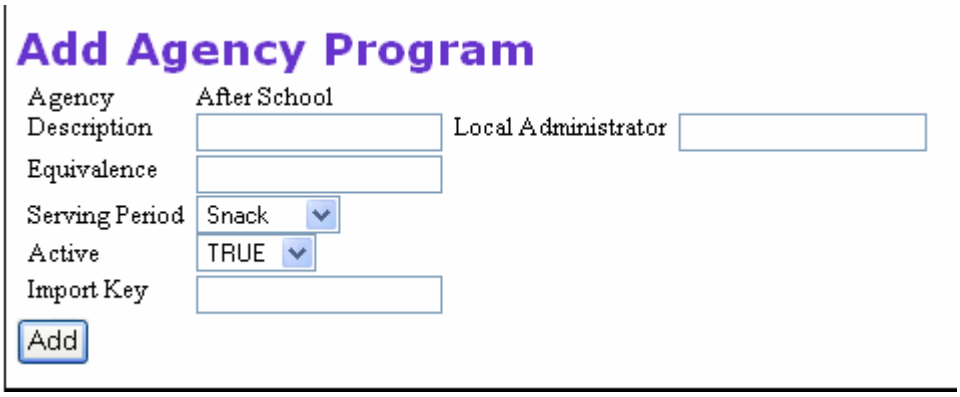
5 The Agency Record screen displays again with the new Administrator added to the screen.

Add New Program

Complete the following steps to add a program to an agency.

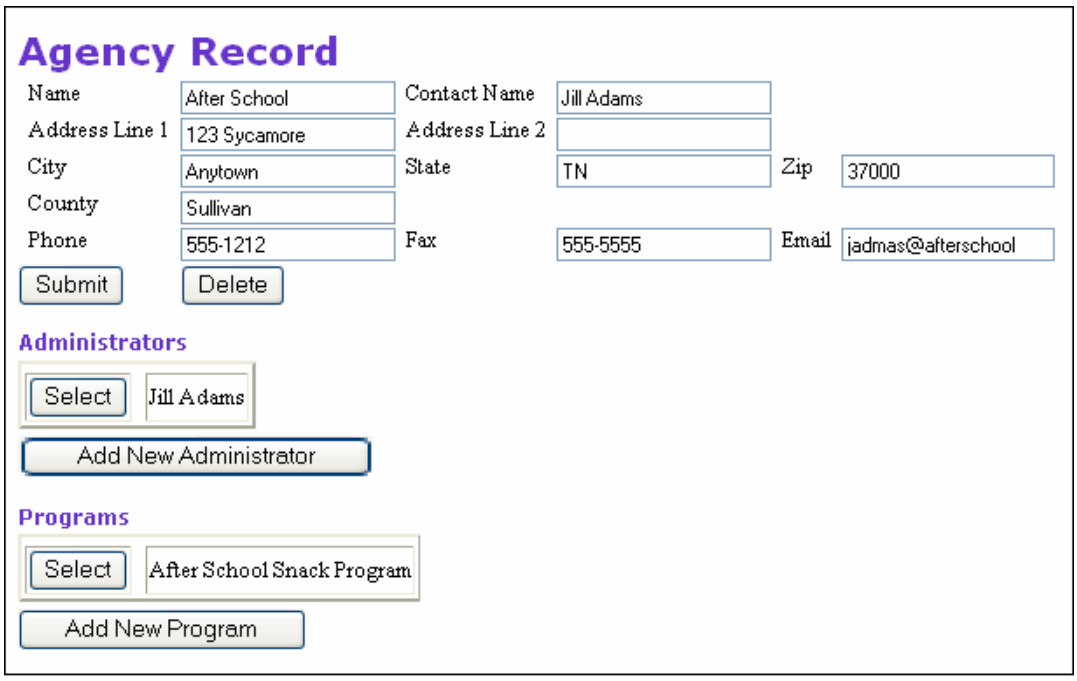
1 From the Add Agency screen, click on the **Add New Program** button.

2 The Add Agency Program screen appears.



3 Complete the desired fields. The **Description** field is the only required field. Click on the **Add** button.

4 The Agency Record screen displays again with the new Program added to the screen.



with new administrator and new program

5 At this point, the operator can:

- Click on **Submit** to save the changes to the record.
- Click on **Delete**. If the Agency is not linked to any files in the system, the record is deleted. If the agency is linked to any files, it cannot be deleted.
- Edit or add an administrator.
- Edit or add a program.

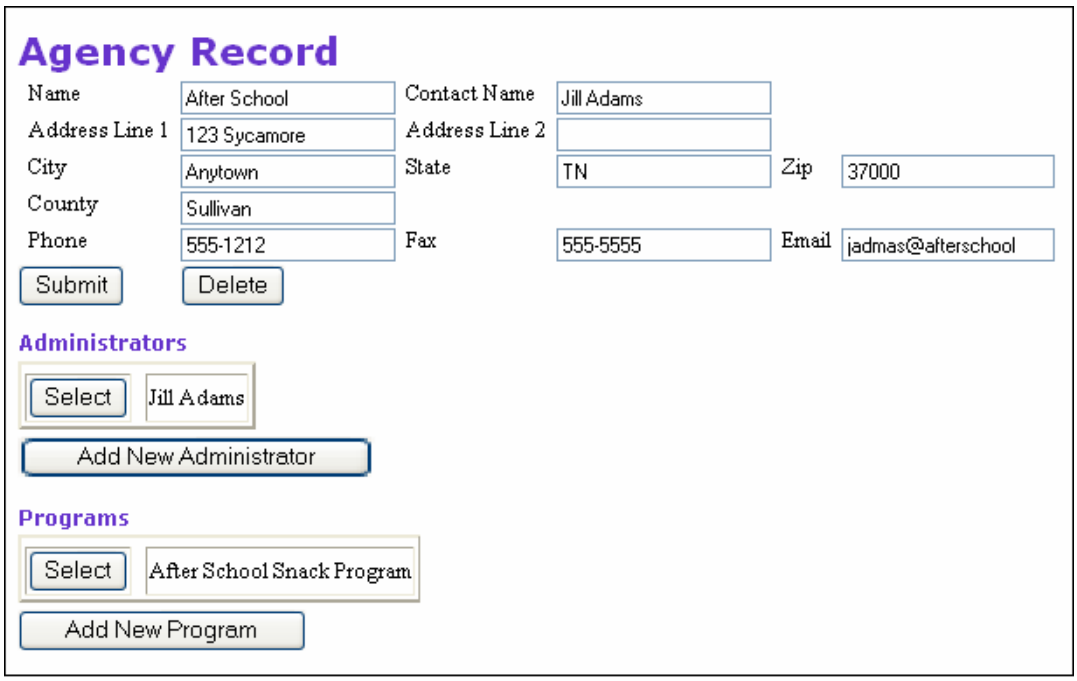
Edit Agency

Complete the following steps to edit an existing agency in SiteManager.

1 Access the Agency Maintenance screen.

2 Locate the desired agency and click on **Select**.

3 The following screen appears.



4 Edit the information in the fields in the upper portion of the screen. Click in any of the fields and type the correct information.

5 At this point, the operator can:

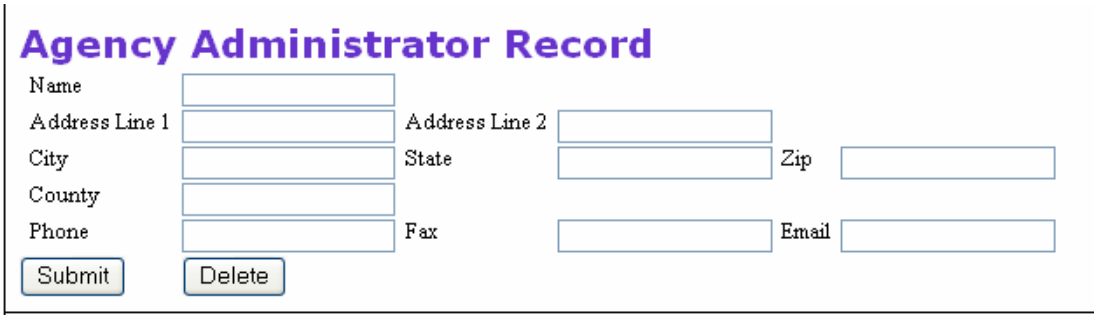
- Click on **Submit** to save the changes to the record.
- Click on **Delete**. If the Agency is not linked to any files in the system, the record is deleted. If the agency is linked to any files, it cannot be deleted.
- Edit or add an administrator.
- Edit or add a program.

Edit Administrator

Complete the following steps to edit an administrator of an agency.

1 On the Agency Record screen, locate the desired administrator and click on the **Select** button.

2 The Agency Administrator Record screen appears.



editing an administrator

3 Click in any of the fields and make changes to the entries.

4 At this point, the operator can:

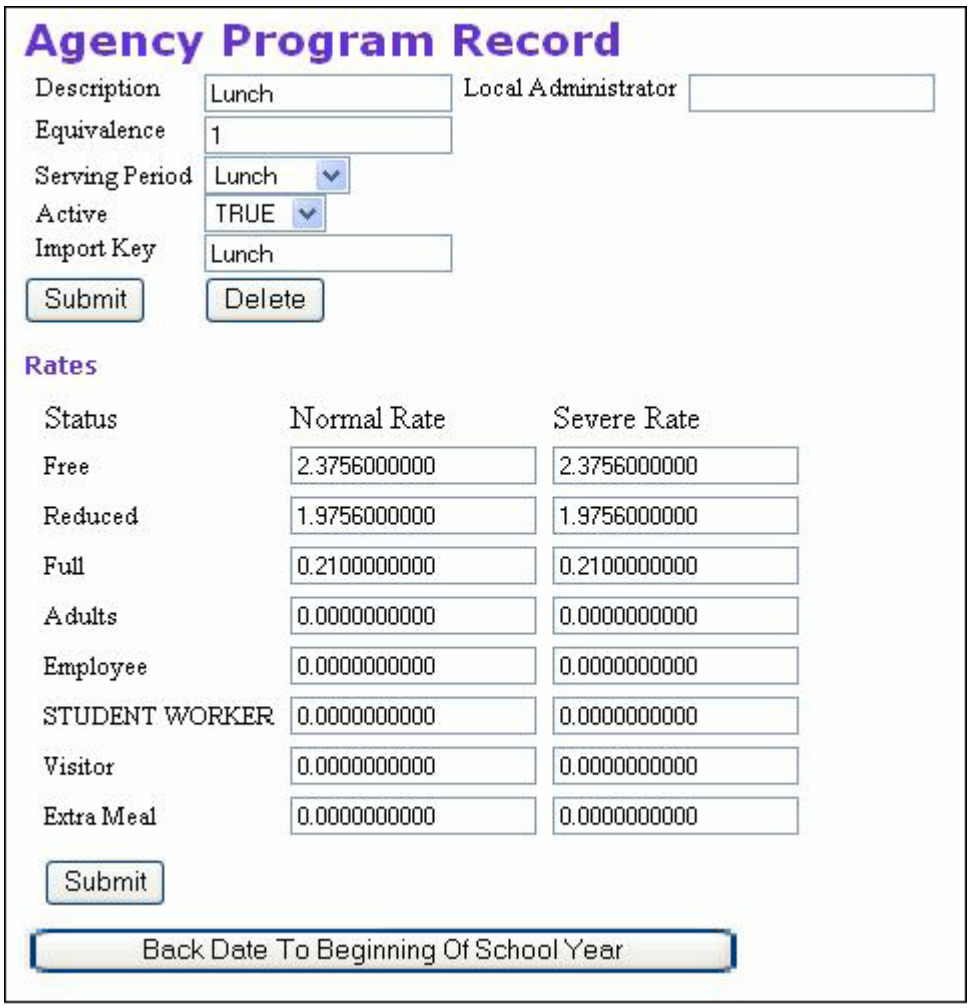
- Click on the **Submit** button. The changes are saved and the Agency Record screen displays again.
- Click on the **Delete** button. If the administrator is not linked to any files, the record is deleted. If the administrator is linked to any files, it is not deleted.

Edit Program

Complete the following steps to edit a program in an agency record.

1 On the Agency Record screen, locate the desired program and click on the **Select** button.

2 The Agency Program Record screen appears.



editing a program

3 Make changes to any of the fields.

- **Description.**
- **Local Administrator.**
- **Equivalence.**
- **Serving Period.**
- **Active.**
- **Import Key**.
  - Click on the **Submit** button. The changes are saved to the record.
  - Click on the **Delete** button. If the program is not linked to any files, the program is deleted. If the program is linked to any files, the program is not deleted.
- **Rates**. Change any of the reimbursement rates for the program.
  - Click on the **Submit** button to save the changes.
  - Click on the **Backdate to the Beginning of School Year** to change the data already received from the POS sites for this school year.

4 The Agency Record screen displays again with the edits.

Site

This option allows the operator to maintain the records for the different sites in the system.

1 Click on the option **Site** under the **General Maintenance** heading.

2 The following screen appears.

3 From this screen, the operator can:

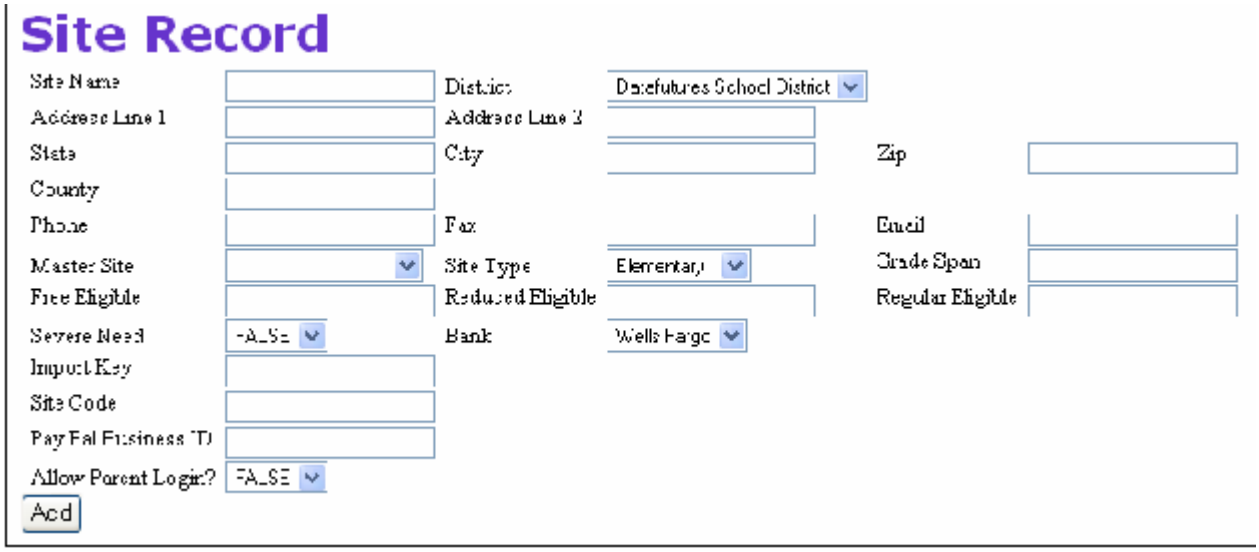
- Add a new site.
- Edit an existing site.

Add Site

Complete the following steps to add a new site to SiteManager.

1 Access the Agency Maintenance screen.

2 Click **Add Site**. The following screen appears.



3 This screen allows the operator to enter a new site.

4 Complete the fields on the screen.

- **Site Name**. This field is required. Type the name of the site.

• **District.** Accept the default setting or click in the drop down box and select the district for the site.

• **Address Line 1**. Type the first address line.

• **Address Line 2**. Type the second address line if needed.

• **State**. Type the two-digit abbreviation for the state. Use the format XX without punctuation.

• **City**. Type the name of the city where the site is located.

• **Zip**. Type the zip code for the site. Use the format XXXXX or XXXXX-XXXX.

• **County**. Type the county where the site is located.

• **Phone**. Type the telephone number for the site. Use the format XXX.XXX.XXXX.

• **Fax**. Type the fax number for the site. Use the format XXX.XXX.XXXX.

• **Email**. Type the email address for the site if available.

• **Master Site**. Accept the default setting or click in the drop down box and select the desired site to use as the master for this new site.

• **Site Type.** Accept the default setting or click in the drop down box and select the desired type of site.

• **Free Eligible.** Type the desired number.

• **Reduced Eligible.** Type the desired number.

• **Regular Eligible.** Type the desired number.

• **SevereNeed.** Accept the default setting or click on the drop down box and select the desired setting.

• **Bank.** Accept the default setting or click on the drop down box and select the desired bank from the list that appears.

• **Import Key.** Type the 'key' to use when importing records for this site.

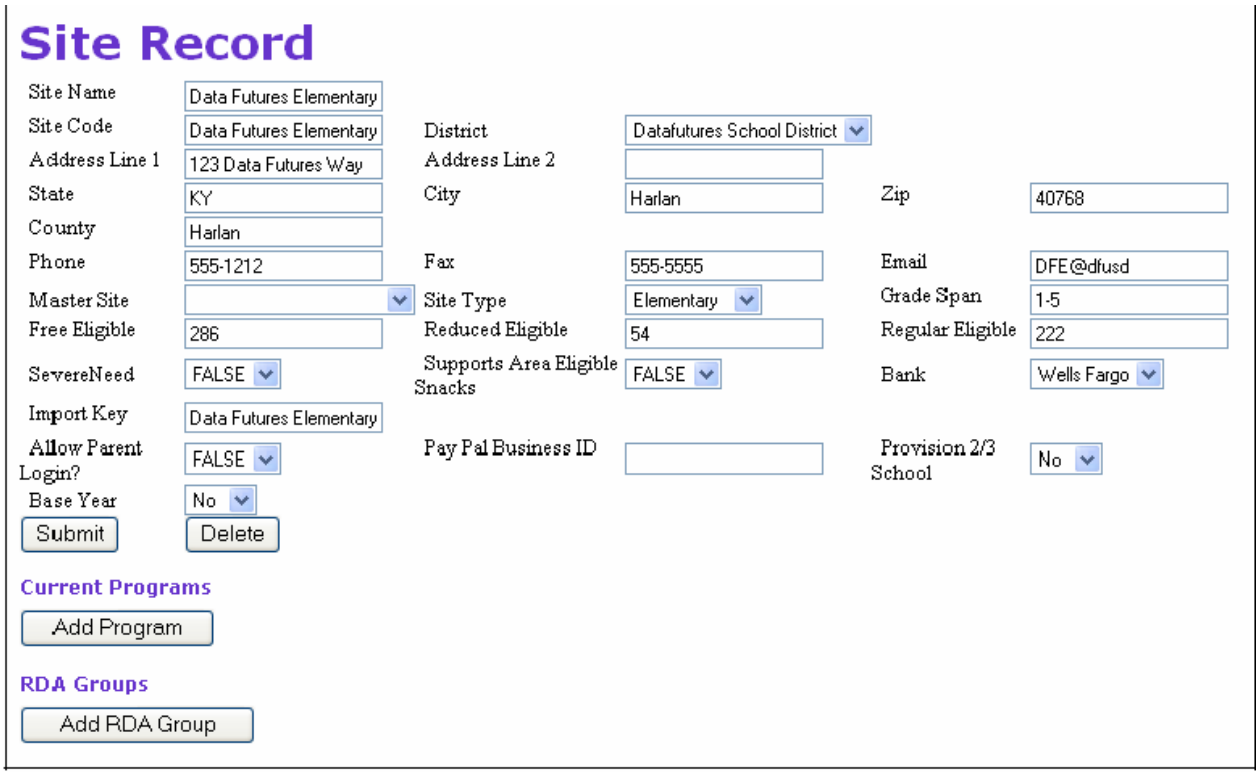
• **Site Code.** This field will be used in a future release.

• **Pay Pal Business ID.** The email address used by the site to access the pay pal account for Internet deposits.

• **Allow Parent Login.** Accept the default setting or click on the drop down box and select the desired setting. (True or False).

5 Click on the **Add** button.

6 The Site Record screen appears again with additional fields.



with new site

7 At this point, the operator can:

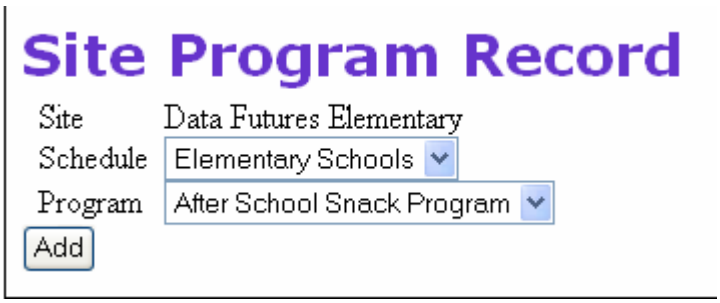
- Make changes to the fields on the screen.
- Add a program to this new site by clicking on the **Add Program** button. Refer to the next heading, **Add Program to Site Record**.
- Access another SiteManager option by clicking on the heading and option on the left side of the screen

Add Program to Site Record

From any Site Record screen, the operator can add a new program for the site. Complete the following steps to add a program to the site.

1 On the Site Record screen, click on the **Add Program** button.

2 The Add Program screen appears.

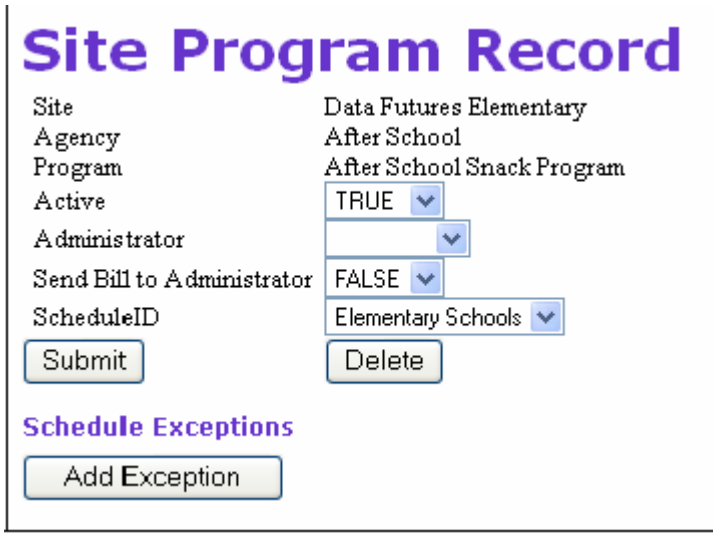


3 Complete the two fields on the screen.

• **Schedule**. Accept the default setting or click on the drop down box and select the desired schedule.

• **Program**. Accept the default setting or click on the drop down box and select the desired program. Programs are created under **Agency Administration** before they can be associated with a site. Refer to that heading in this chapter.

4 Click on the **Add** button. The Site Program Record screen appears with additional fields.



5 Complete the following fields.

• **Send Bill to Administrator**. Accept the default setting or click in the drop down box and select the desired setting.

• **Administrator**. Accept the default setting or click on the drop box and select the desired administrator.

• **ScheduleID**. Accept the default setting or click on the drop down box and select the desired schedule.

6 At this point, the operator can:

• Click on the **Submit** button to save the program.

• Click on the **Delete** button to delete the program. If the program is linked to any records, it is not deleted.

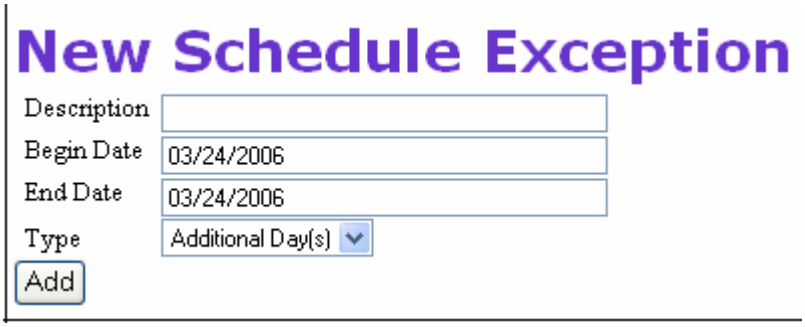
• Add a Schedule Exception by clicking on the **Add Exception** button.

Add Schedule Exception to Program

Complete the following steps to add a schedule exception to a program.

1 From the Site Program Record screen, click on the **Add Exception** button.

2 The following screen appears.

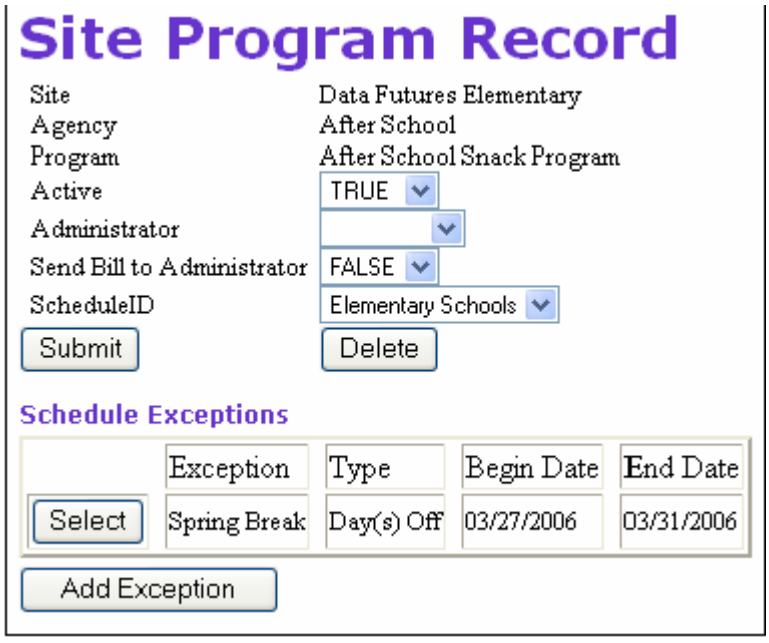


3 Complete the following fields.

- **Description**. This is a required field. Type the description for the schedule exception.
- **Begin Date**. Accept the default setting or type a new date in the field. Use the format MM/DD/YYYY.
- **End Date**. Accept the default setting or type a new date in the field. Use the format MM/DD/YYYY.
- **Type**. Accept the default setting or click on the drop down box and select the desired setting.

4 When the fields are complete, click on the **Add** button.

5 The Site Program Record screen appears again with the new schedule exception.



listing new schedule exception

6 At this point, the operator can:

- Add another exception to the program.
- Edit the fields for the Site Program.
- Edit the existing Schedule Exception.

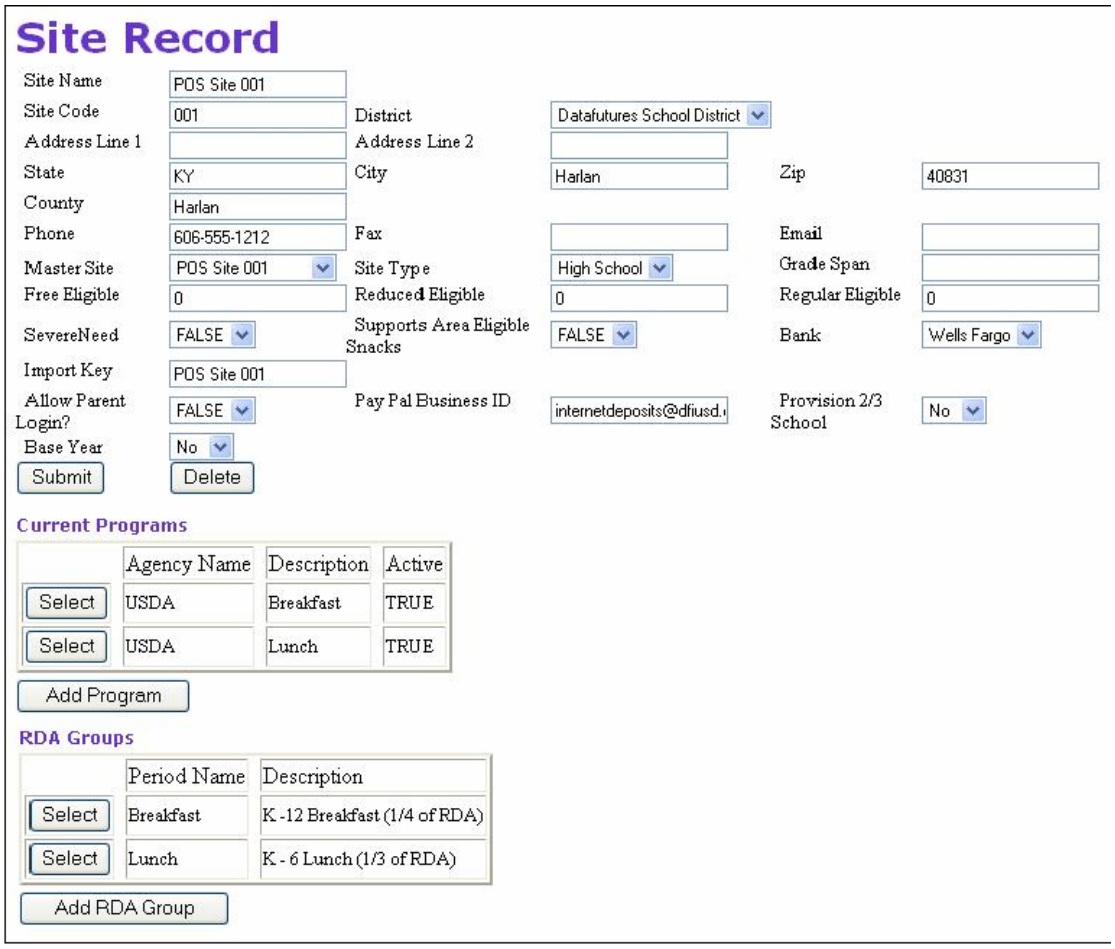
• Access another SiteManager option by clicking on the heading and option on the left side of the screen

Edit Existing Site

Complete the following steps to edit an existing site.

1 On the Site Maintenance screen, click on the drop down box and select the desired site.

2 The following screen appears with the information on the selected site.



3 On this screen, the operator can:

• Change the data in any field. Click in any text field and type the desired change. Click on the drop down box in other fields and select the new setting.
• Edit one of the Current Programs. Locate the desired program and click on the **Select** button.
• Add a new program by clicking on the **Add Program** button. Refer to the heading **Add Program to Site Record,** earlier in this chapter for more information.

4 At this point, the operator can:

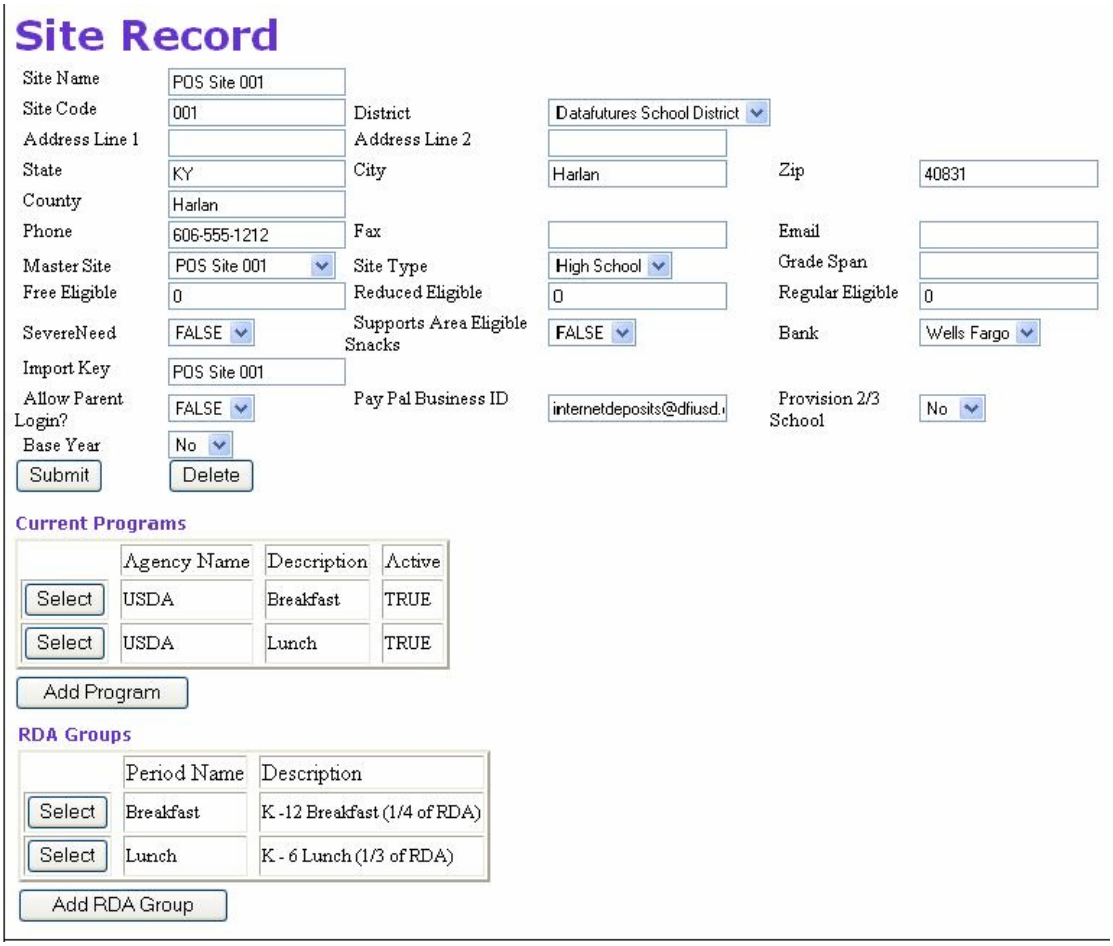
• Click on the **Submit** button to save the changes.

• Delete the record by clicking on the **Delete** button. If the record is not linked to any other records, it can be deleted. If the record is linked to other records, it cannot be deleted.
• Access another SiteManager option by clicking on the heading and option on the left side of the screen.

Edit Site Program

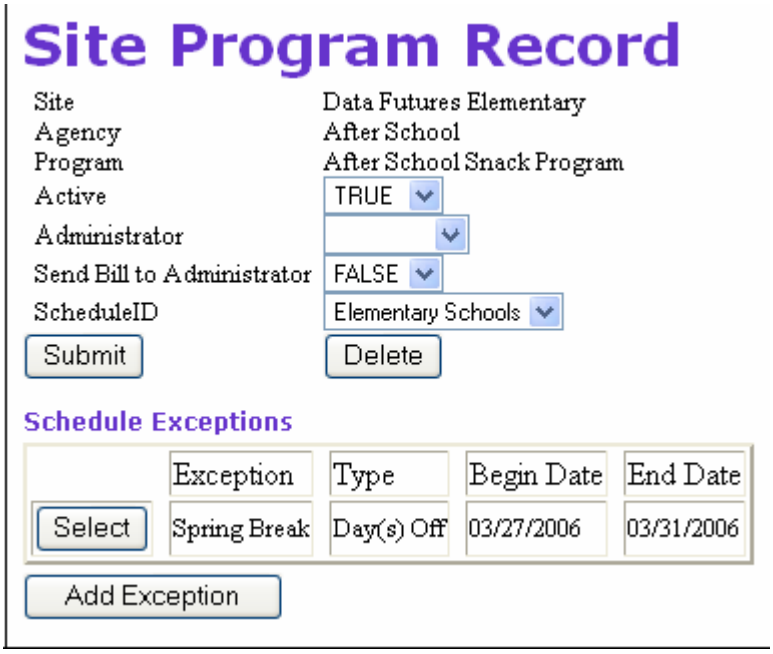
Complete the following steps to edit an existing site program.

1 Access the desired site record.



2 Locate the desired program on the screen and click on the **Select** button.

3 The Site Program Record screen appears.



4 Complete the following fields.

• **Send Bill to Administrator**. Accept the default setting or click in the drop down box and select the desired setting.

• **Administrator**. Accept the default setting or click on the drop box and select the desired administrator.

• **ScheduleID**. Accept the default setting or click on the drop down box and select the desired schedule.

5 At this point, the operator can:

• Click on the **Submit** button to save the program.

• Click on the **Delete** button to delete the program. If the program is linked to any records, it is not deleted.

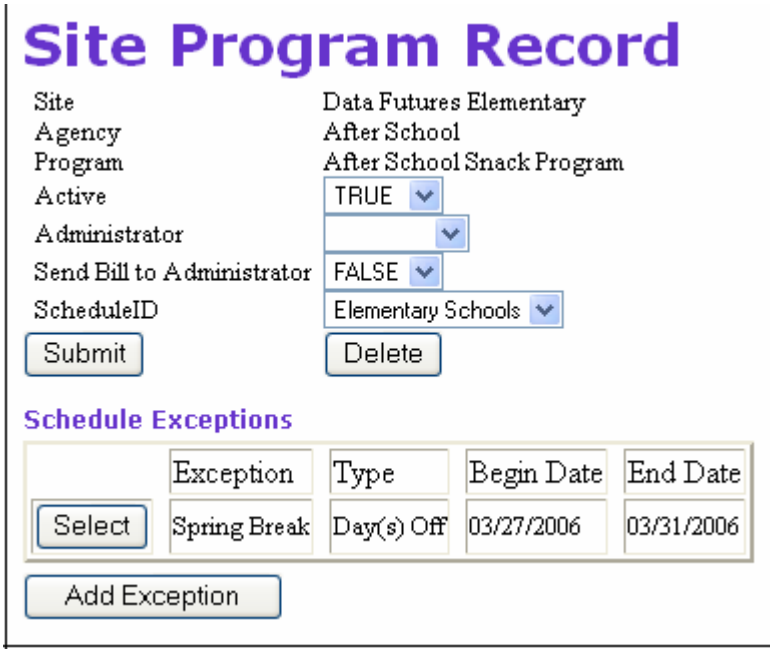
• Edit existing Schedule Exceptions by clicking on the **Select** button beside the desired exception.

• Add a Schedule Exception by clicking on the **Add Exception** button.

Edit Schedule Exception for Program

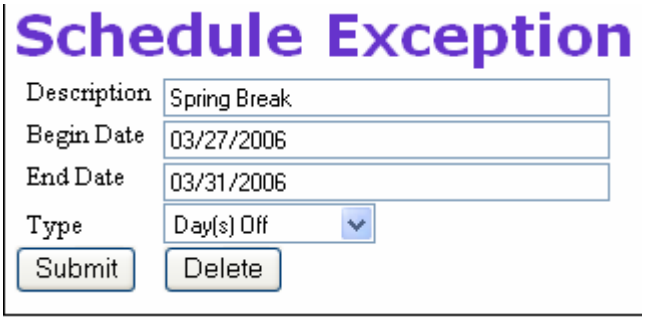
Complete the following steps to edit a schedule exception for a program.

1 Access the Site Program Record screen.



2 Locate the desired Schedule Exception and click on the **Select** button.

3 The Schedule Exception screen appears.



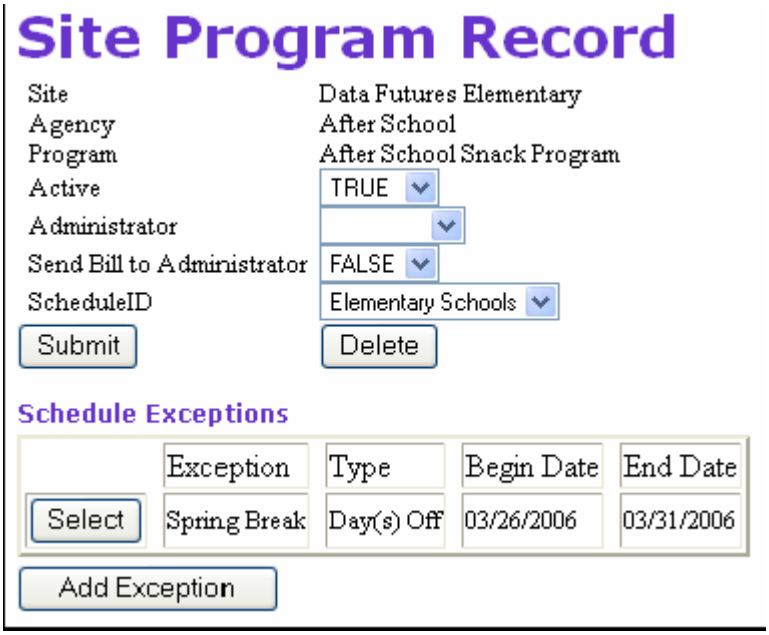
4 Edit the information in any of the following fields.

- **Description**. This is a required field. Type the description for the schedule exception.
- **Begin Date**. Accept the default setting or type a new date in the field. Use the format MM/DD/YYYY.
- **End Date**. Accept the default setting or type a new date in the field. Use the format MM/DD/YYYY.
- **Type**. Accept the default setting or click on the drop down box and select the desired setting.

5 When the fields are complete, click on the **Submit** button.

- Click on the **Delete** button to delete the schedule exception. If the record is not linked to any other records, it is deleted.

6 The Site Program Record screen appears again with the edited schedule exception.



listing edited schedule exception

7 At this point, the operator can:

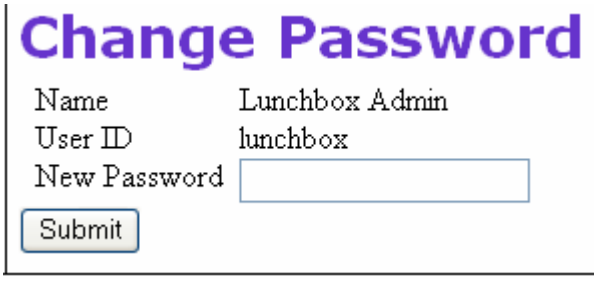
- Add an exception to the program.
- Edit the fields for the Site Program.
- Edit an existing Schedule Exception.
- Access another SiteManager option by clicking on the heading and option on the left side of the screen

Change Password

This option allows the current operator to change their password.

1 Click on the option **Change Password** under the General Maintenance heading.

2 The following screen appears.



3 Type the desired, new password in the **New Password** field.

4 Click on **Submit**.

5 The message “Password Change Successful” appears. Click on **Continue**.

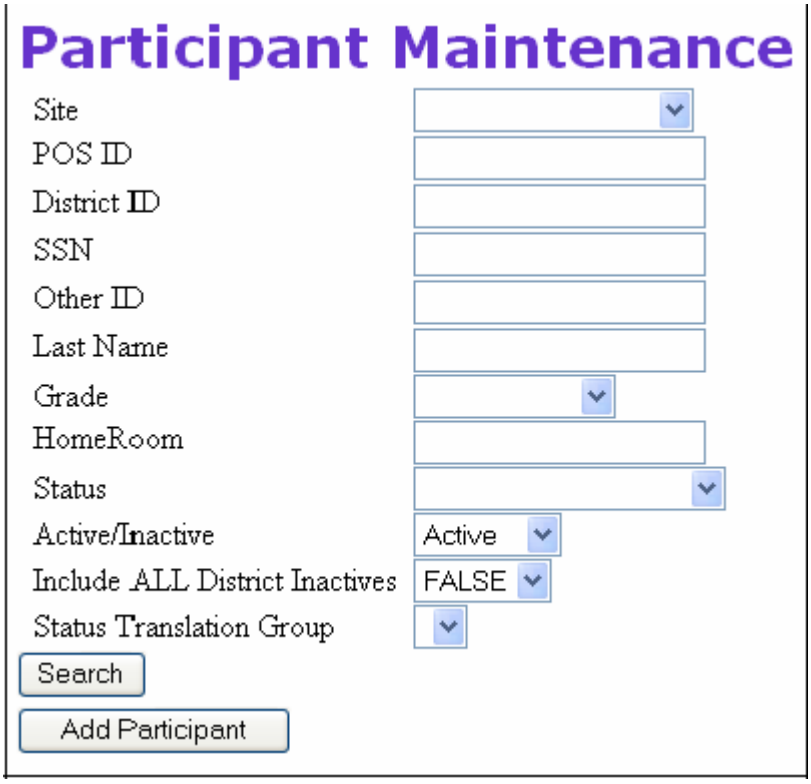
6 The SiteManager Main Menu appears.

Participants

The Participants option allows the user to access the records for all participants in the school. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 From the Back Office Main Menu click on the **Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Participant** option. The Participant Maintenance screen appears.



3 On this screen, the user can search for a participant or add a new participant.

Search for Participant Record

Follow these steps when searching for a Participant Record.

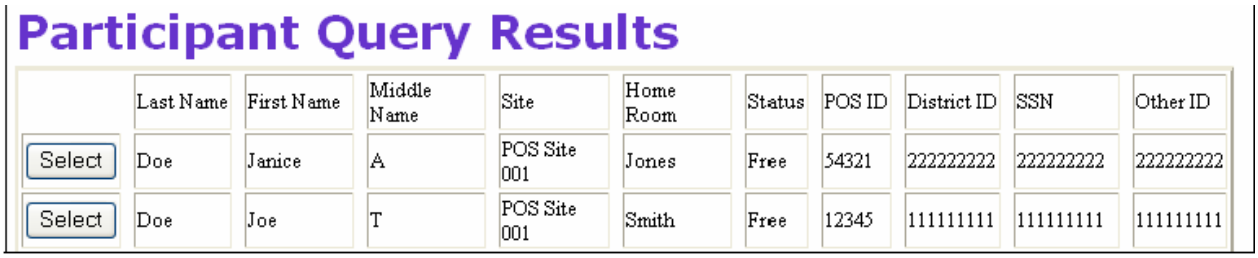
1 Select search parameters for one field or multiple fields:

- **Site**. Click on the drop down box and select the desired site.
- **POS ID**. Click in the field, and then enter the participant ID number.
- **District ID**. Click in the field, and then enter the participant ID number.
- **SSN.** Click in the field, and then enter the participant ID number.
- **Last Name.** Click in the field, and then enter the participant’s last name.

- **Grade.** Click on the drop down box and select the desired grade.
- **Homeroom.** Click in the field, and then enter the participant's homeroom.
- **Status.** Click in the field, and then select a status from the drop-down list.
- **Active/Inactive**. Click on the drop down box and select the desired site.

2 Click on the **Search** button.

3 The Participant Query Results screen appears.



Participant Query Results

	Last Name	First Name	Middle Name	Site	Home Room	Status	POS ID	District ID	SSN	Other ID
Select	Doe	Janice	A	POS Site 001	Jones	Free	54321	222222222	222222222	222222222
Select	Doe	Joe	T	POS Site 001	Smith	Free	12345	111111111	111111111	111111111

4 From this screen, the user can select any existing record and maintain it.

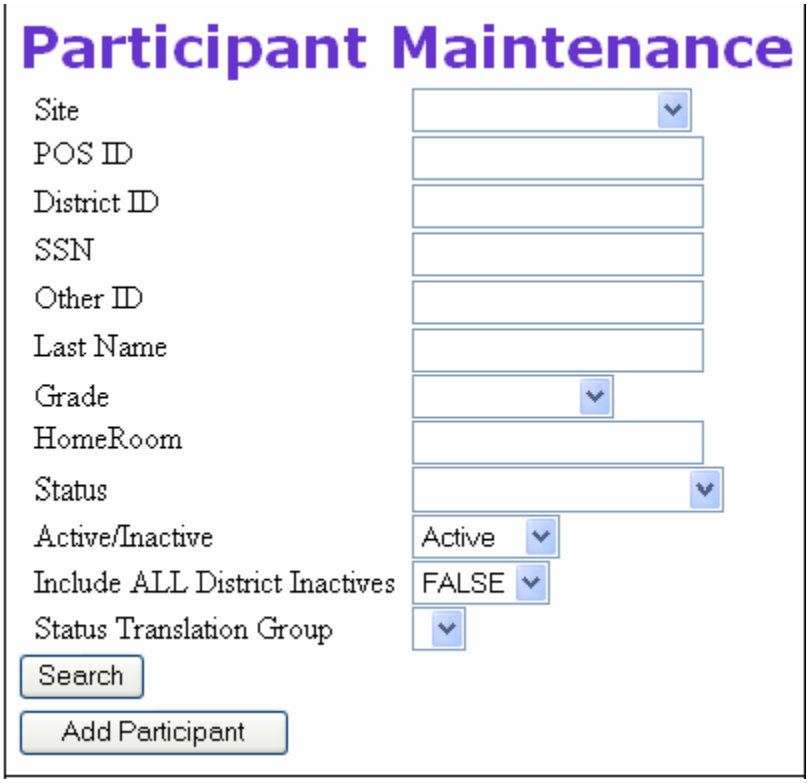
- Update information.
- Update or add Contact Information.
- Update Account Information.

Add Participant Record

Follow these steps when adding a Participant Record.

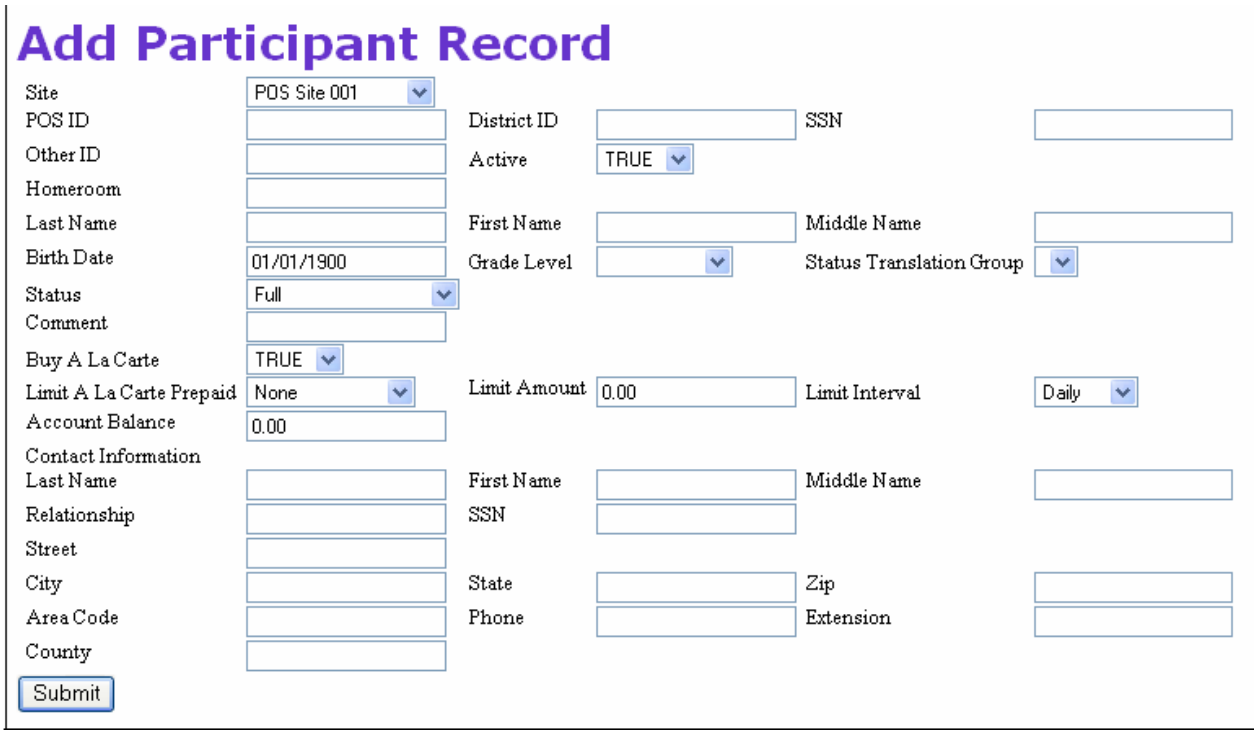
1 From Back Office Main Menu, click on the **Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Participant** option. The Participant Maintenance screen appears.



3 Click on the Add Participant button.

4 The Add Participant Record screen appears.



5 Click in the different fields and enter data or select a setting for that field.

• When adding a new participant, if the POSID field is left blank, SiteManager will auto-assign a POSID.
• In a text field, type the data. The data can be entered in lower case or upper case format.
• In the **Birth Date** field, click and drag across the setting in the field and then enter a valid date in the following format: MM-DD-YYYY. (May 15, 2001 would be entered as 05/15/2001).
• In a drop-down field, accept the default setting or click on the drop down box and elect an item from the list that appears by clicking on the desired setting.
• In the fields with dollar figures, click and drag across the existing setting and then enter the new amount. Money must be entered with the decimal if any cents are in the figure. For whole dollar amounts, just type the number. ($4.25 would be entered as **4.25**. $20.00 would be entered as **20**).

6 Click on the **Add** button.

7 The Participant Maintenance screen appears again. To review the record that was just added, perform a search and locate the record.

Note: A unique District ID is required when adding participants. An error message is given if the District ID is already in use.

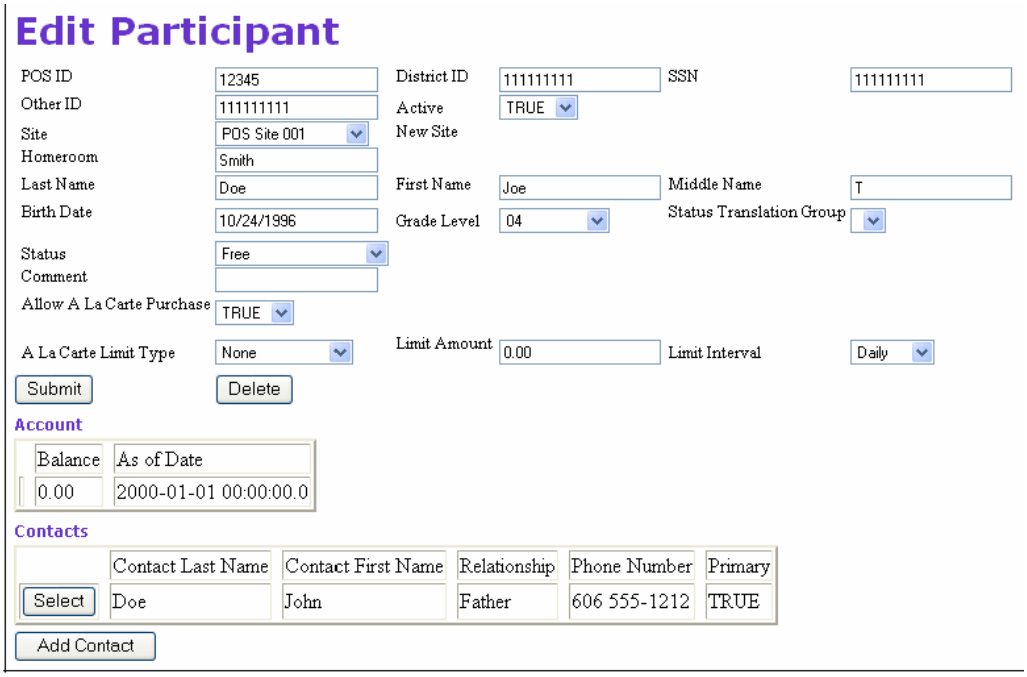
Edit Participant Record

Follow these steps when updating a Participant Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading **Search for Participant Record** for complete directions.

2 Locate the desired student record and then click on the **Submit** button for that record.

3 The Participant Record screen appears.



4 If data in a field is incorrect, the user can click in the appropriate field to enter or select new data.

- In a text field, enter the data for that field.
- In the drop-down field, select an item from the drop-down list.

Note: In the **Birth Date** field, enter a date in the following format: MM-DD-YYYY.

If a user enters in a **comment** with single or double quotes an error message pops up.

5 Maintain the **Account** information for the participant record. Access the desired account by clicking on the **Select** button. Refer to the heading **Participant's Account Record** for more information.

6 Maintain the **Contacts** information for the participant record.

- Access the desired contact record by clicking on the Select button. Refer to the heading **Update Contact Record** for more information.
- Add a new contact for the account by clicking on the Add Contact button. Refer to the heading **Add Contact Record** for more information.

7 When the edits are complete, click on the **Submit** button.

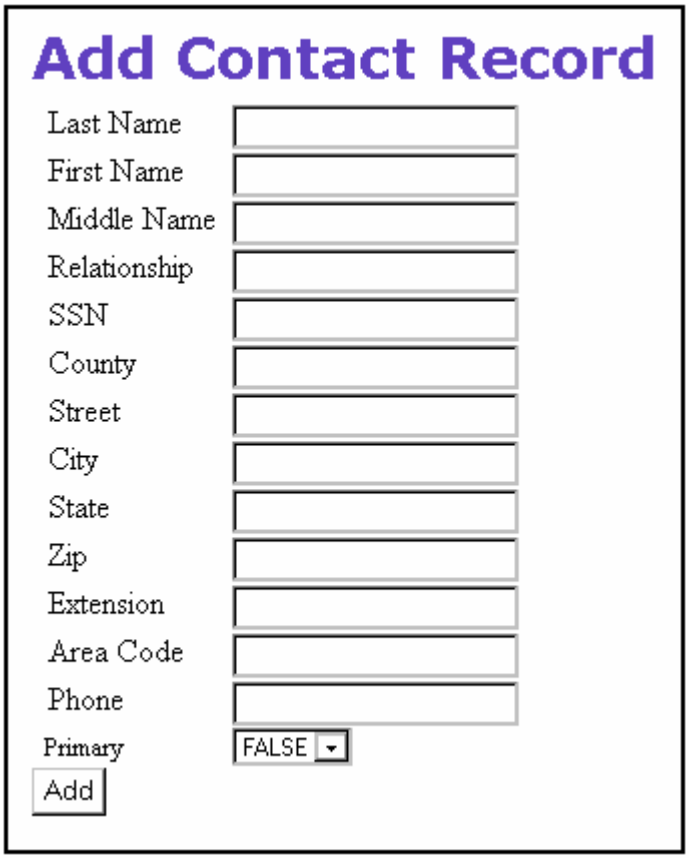
Add Contact Record

Follow these steps when adding a Contact Record to a Participant Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading **Searching for a Participant Record** for complete directions.

2 Locate the desired student record and click on the **Submit** button. The Participant Record screen appears.

3 Click on the **Add Contact** button. The Add Contact Record screen appears.



4 Click in each field and enter the data for that field. You may enter the data in lower case or upper case format. All data becomes upper case once you click on the **Add** button. The **SSN** field and **Phone** field have no format restrictions.

5 Click on the **Add** Button. The Edit Participant screen displays again with the new contact listed in the Contacts section of the screen.

Update Contact Record

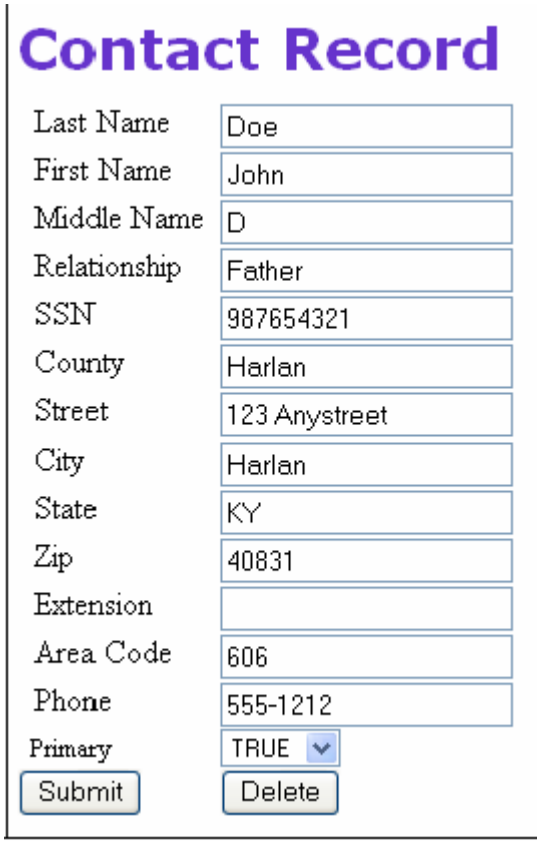
Follow these steps when updating or deleting a Contact Record that already exists in a Student Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading Searching for a Participant Record for complete directions.

2 Locate the desired student record and click on the **Submit** button. The Participant Record screen appears. The Contact Record information appears at the bottom of the screen.

3 Click on the **Submit** button beside the Contact record to edit the information about that contact.

4 The Contact Record screen appears with the data for that contact.



5 To update the information for the contact, click and drag across the data in the desired field. Then type the correct data. The new data replaces the old data.

6 Click on the **Submit** button.

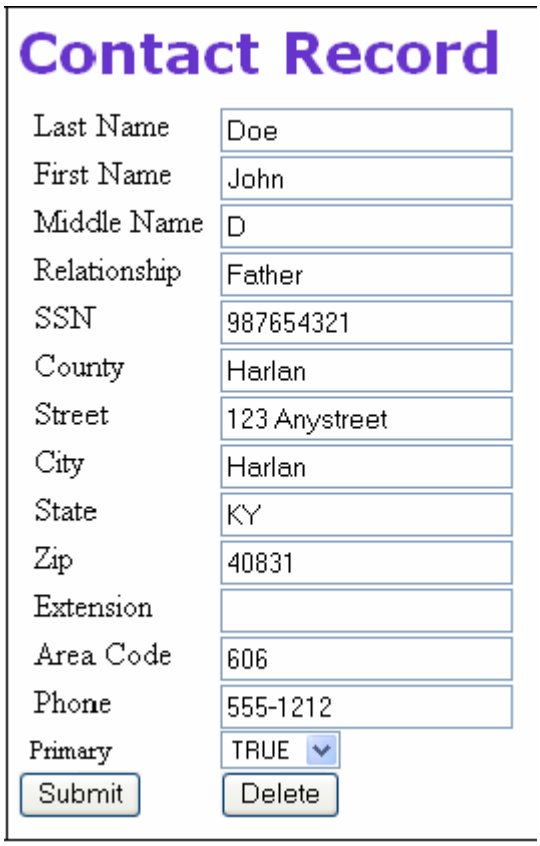
Delete Contact Record

Follow these steps when deleting a Contact Record.

1 Begin by searching for a Participant Record. The Participant Query Results screen appears. Refer to the heading Searching for a Participant Record for complete directions.

2 Locate the desired student record and click on the **Select** button. The Participant Record screen appears. The Contact Record information appears at the bottom of the screen. In the abbreviated figure below, only the Contacts information section of the screen is displayed.

3 Click on the **Select** button beside the desired Contact record. The contact information displays. (The abbreviated figure below only displays on top and bottom of the screen.)



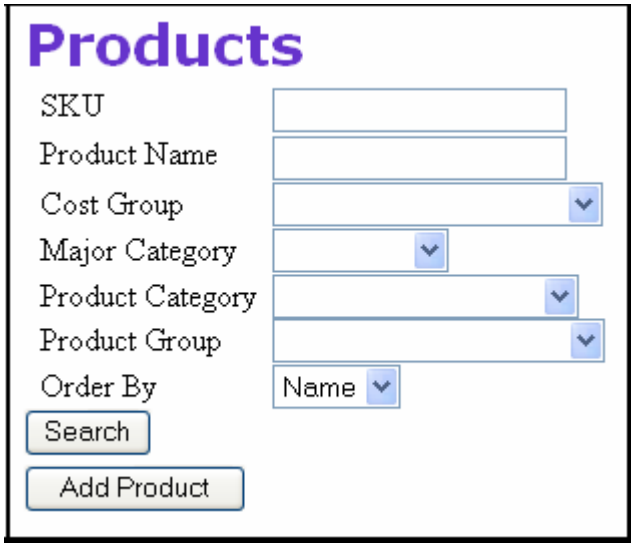
4 Click on the **Delete** button. The contact record is deleted and the Edit Participant screen appears again without the contact.

Products

The Products option allows the user to access the records for all products that will be ordered, put out to bid, or maintained in a warehouse and used in the school cafeteria. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 From the SiteManager Main Menu click on the **General Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Product** option. The **Product Maintenance** screen appears.



3 At this point, the user can:

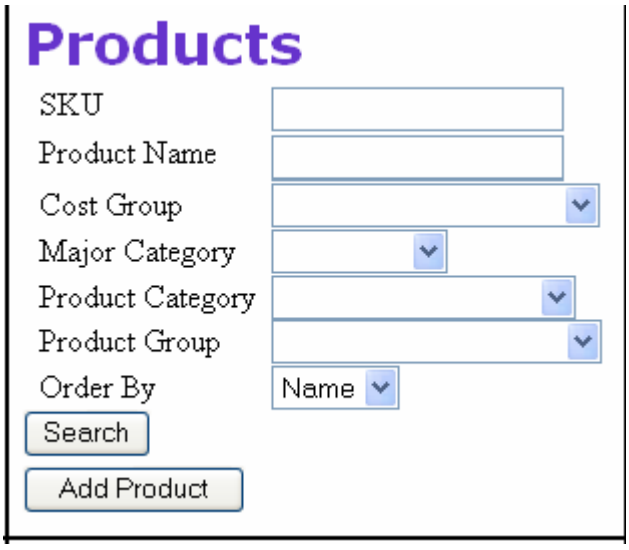
- Search for a product
- Add a product.

Search for Product Record

Follow these steps when searching for a Product Record.

1 From the SiteManager Main Menu click on the **General Maintenance** option. The options available are listed underneath the heading.

2 Click on the **Product** option. The **Products** screen appears.



3 Enter or select search parameters for one field or multiple fields:

• Click in the **SKU** field, and then enter the product SKU number.

• Click in the **Product Name** field, and then enter the product name.

• Click in the **Cost Group** field, and then select an item from the drop-down list.

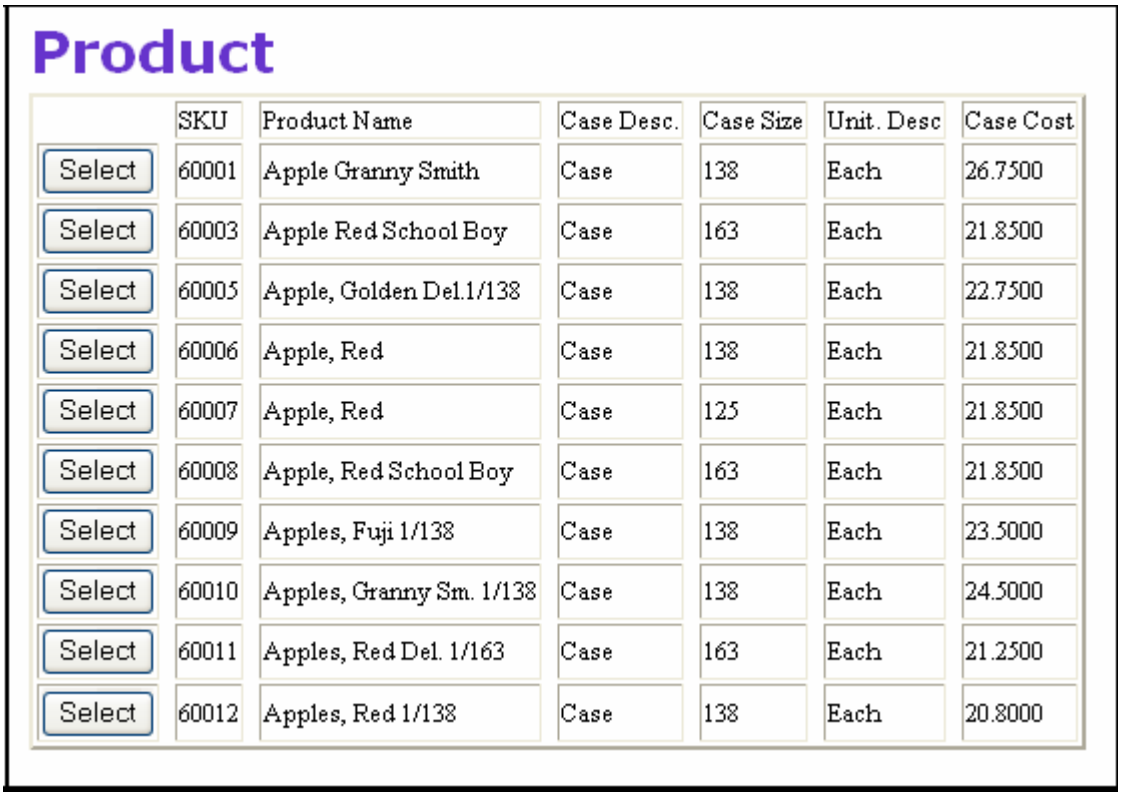
• Click in the **Major Category** field, and then select an item from the drop-down list.

• Click in the **Product Category** field, and then select an item from the drop-down list.

• Click in the **Product Group** field, and then select an item from the drop-down list.

• Click in the **Order By** field, and then select an item from the drop-down list. This parameter allows the user to search by product type such as “NAME”.

4 Click on the **Search** button. The Products screen appears with results.



Product

	SKU	Product Name	Case Desc.	Case Size	Unit. Desc	Case Cost
Select	60001	Apple Granny Smith	Case	138	Each	26.7500
Select	60003	Apple Red School Boy	Case	163	Each	21.8500
Select	60005	Apple, Golden Del.1/138	Case	138	Each	22.7500
Select	60006	Apple, Red	Case	138	Each	21.8500
Select	60007	Apple, Red	Case	125	Each	21.8500
Select	60008	Apple, Red School Boy	Case	163	Each	21.8500
Select	60009	Apples, Fuji 1/138	Case	138	Each	23.5000
Select	60010	Apples, Granny Sm. 1/138	Case	138	Each	24.5000
Select	60011	Apples, Red Del. 1/163	Case	163	Each	21.2500
Select	60012	Apples, Red 1/138	Case	138	Each	20.8000

5 At this point, the user can:

• Access the product record for any of the listed products by clicking on the **Select** button. Refer to the heading **Edit Product** for information on the screen that appears.

• Return to the Product Maintenance screen and perform another search by clicking on the **Back** button.

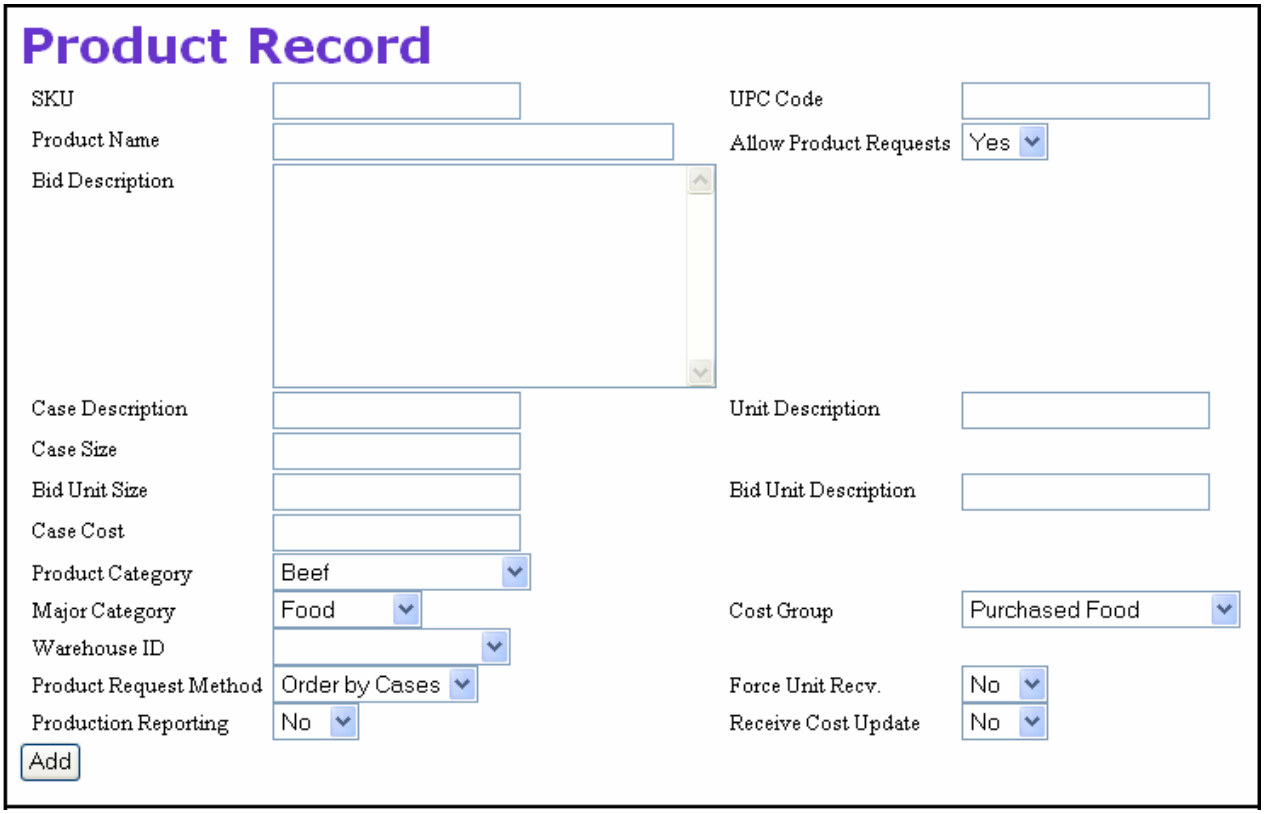
Add Product Record

Follow these steps when adding a Product Record.

1 From SiteManager Main Menu, click on the **General Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Product** option. The Products screen appears.

3 Click on the **Add Product** button. A blank Product Record screen appears.



4 Click in the fields to enter or select data for that field.

- **SKU**. Type the SKU number for the product.
- **Product Name**. Type the name for the product.
- **UPC Code**. Type the UPC code for the product.
- **Allow Product Requests**. Click in the drop down box and select the desired response. When set to YES, this product can be requested by the school. Correct. When set to NO, the schools do not see this item in the Product Request module, but they can still receive it, typically where USDA Commodities are substituted for an ordered item. The USDA Commodity cannot be ordered, but it can be received.
- **Bid Description.** Type the information needed to be published when the district goes to bid. Include product specifications here.
- **Case Description.** Type the description for the case (container).
- **Unit Description.** Type the description for the unit.
- **Case Size.** Type the number of units in a case (container).
- **Bid Unit Size.** The Bid Unit is the number of units in an inventory unit. An inventory unit is the number of units in a case. For example: 24 (3oz) Ice Cream Cups to a case. The Bid Unit would be 3 and the Bid Unit Description would be oz. This is used to

compare cost at the unit level. When a bid is awarded the product record will automatically be updated with the Bid Unit Size

• **Bid Unit Description.** Type the description for the bid unit.

• **Case Cost.** Type the cost for a case.

• **Product Category.** Click on the drop down box and select the desired product category.

• **Major Category.** Click on the drop down box and select the desired major category.

• **Cost Group.** Click on the drop down box and selected the appropriate cost group.

• **Warehouse ID**. Click on the drop down box and select the warehouse where this item is obtained.

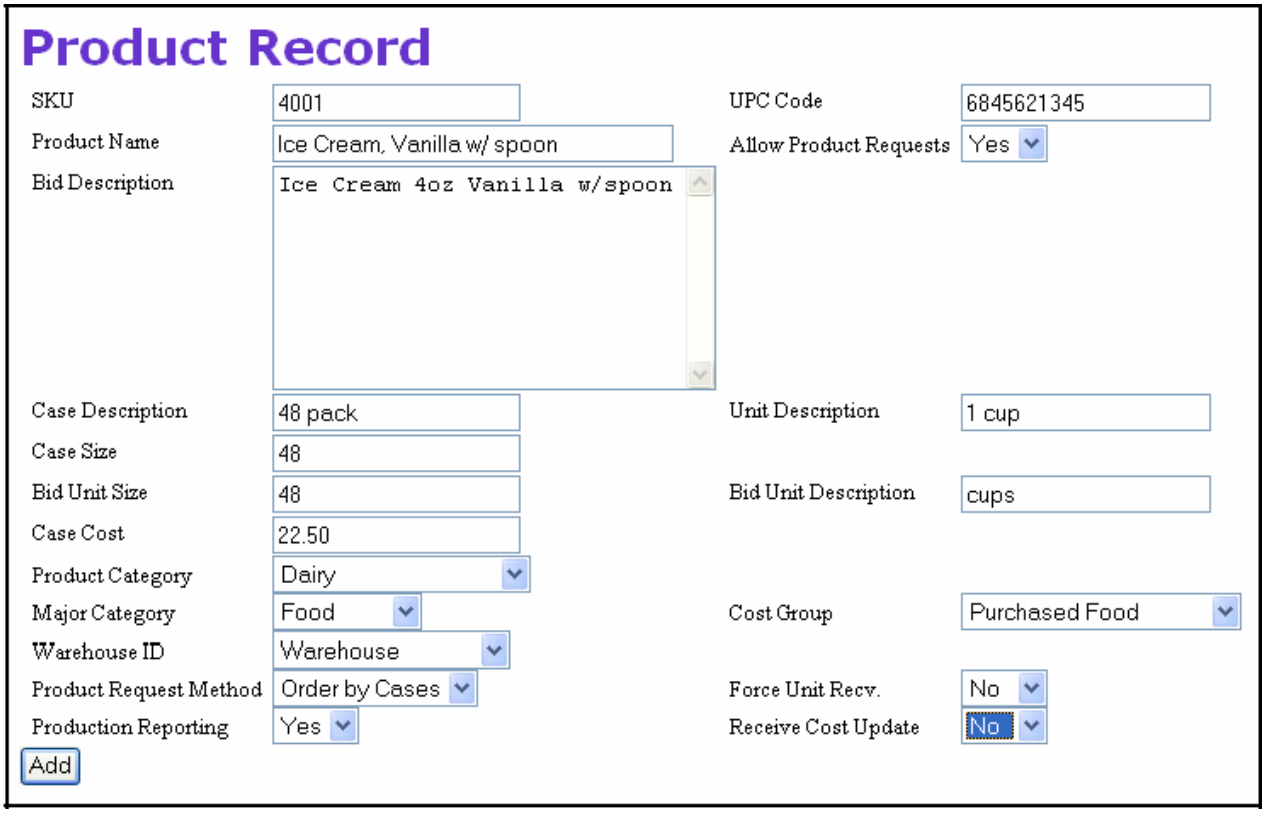
• **Product Request Method**. Click on the drop down box and select how the schools will request this item: by the container or by the unit.

• **Force Unit Recv**. Click on the drop down box and select the desired setting. When set to YES, the site has to accept item in units. If set to NO, the site cannot accept the item as units.

• **Production Reporting**. When set to YES this product will be included in Production Reporting.

• **Receive Cost Update**. By setting this field to Yes, the cafeteria manager will be able to update a cost on a receipt for this item and the software would then update the cost of this item on everyone else's order and on the product record, so that only one person would have to update pricing.

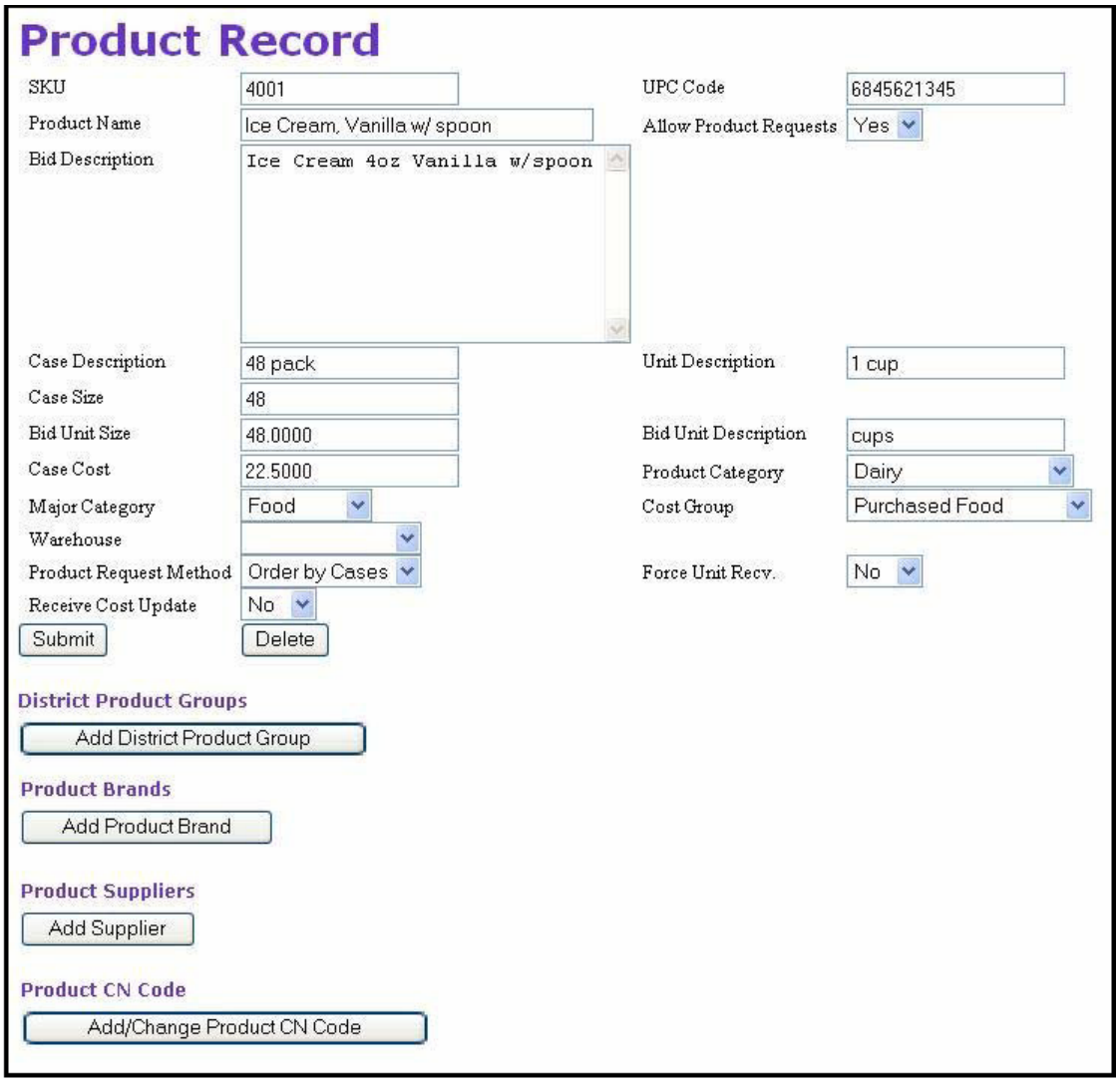
5 When the fields are complete, the screen resembles the following figure.



with new data

6 Click on the **Add** button.

7 The Product Record screen appears again with additional buttons for adding more information to the record.



after new item has been added

8 At this point, the user can:

• Add a district product group record to this item. Refer to the heading **District Product Group Record in Product Record**.

• Add a product brand record to this item. Refer to the heading **Product Brand in Product Record**.

• Add a supplier to this item. Refer to the heading **Supplier in Product Record**.

• Add a product CN Code. The Product CN code is the link between a product and a menu item. Refer to the heading **Product CN Code in Product Record**.

• Return to the Product screen to add another product.

• Click on any other SiteManager option listed on the menu.

District Product Group Record in Product Record

The following procedure is used to add or edit the product group record in a product record.

1 From the Product Record screen, locate and click on the **Product Group** button. The following window appears.

2 The SKU number and product name are listed, along with any current product group setting.

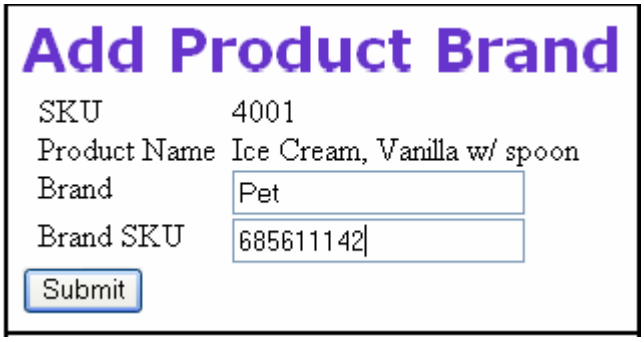
- **Product Group.** Click on the drop down box and select the desired product group for this item. This field cannot be left blank.

3 When complete, click on **Add**. The Product Record screen appears again with the new or edited product group record listed on the screen.

Product Brand Record in Product Record

The following procedure is used to add or edit the product brand record in a product record.

1 From the Product Record screen, locate and click on the **Product Brand** button. The following window appears.



2 The SKU number and product name are listed. Current brand info displays if the user selected an existing record to edit.

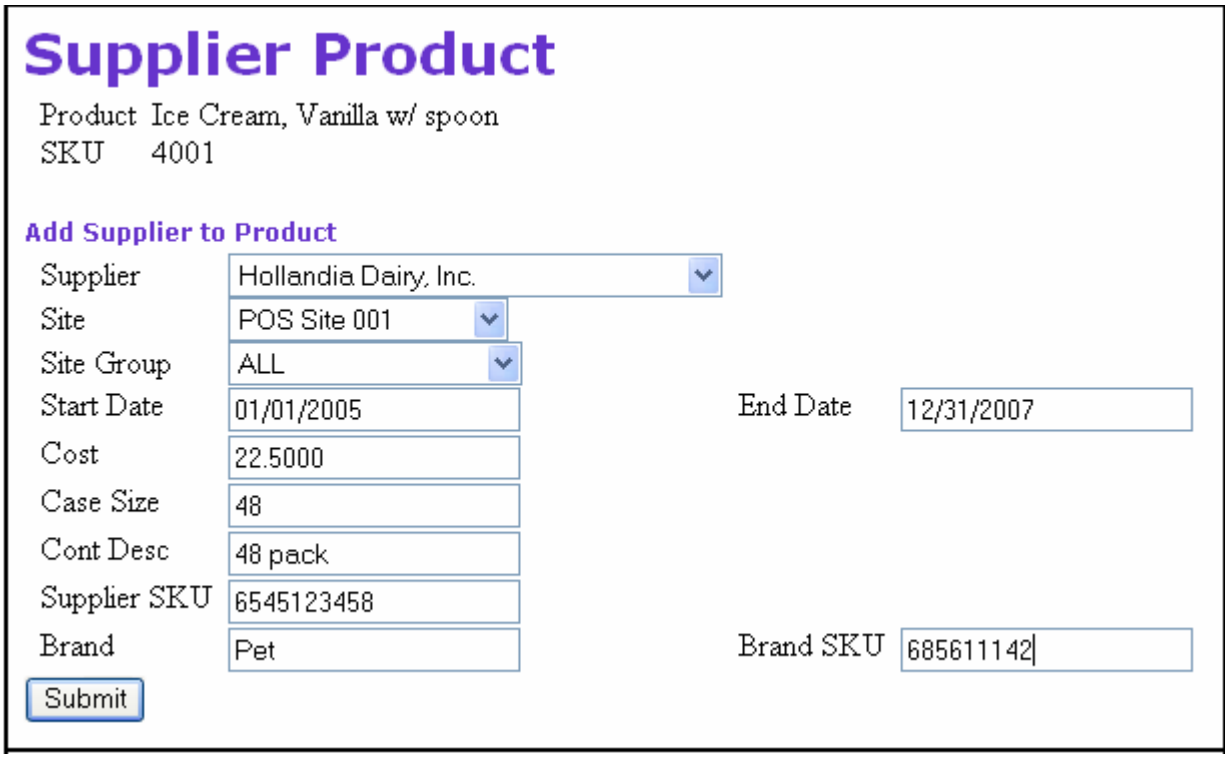
- **Brand**. Click in the field and type or edit the Brand setting.
- **Brand SKU**. Click in the field and type or edit the Brand SKU setting.

3 When complete, click on **Submit**. The Product Record screen appears again with the new or edited product brand record listed on the screen.

Supplier Record in Product Record

The following procedure is used to add or edit the supplier record in a product record manually. In most cases, Suppliers are associated with Products through the bid process. Any Suppliers that are associated with the product through the bid process are also listed on the Product Screen along with any Suppliers added manually.

1 From the Product Record screen, locate and click on the **Supplier** button. The following window appears.



2 The SKU number and product name are listed, along with any current supplier settings.

- **Supplier**. Click in the field and select the desired supplier.
- **Site**. Accept the default setting (blank) or click in the drop down box and select the desired site. If this setting is NOT blank, only the designated site can order this item from this supplier.
- **Site Group**. Click in the drop down box and select the desired site group. If this setting is NOT All, then only the sites within the designated Site Group can order the item from the supplier.

Note: Select a **Site** or a **Site Group**. When the user specifies a Site, any setting in the Site Group field is ignored. When the user leaves the Site field blank, the setting in the Site Group prevails. The Supplier will be associated with all the sites that are members of the specified Site Group.

• **Start Date.** Click in the field and type the start date for ordering this item from this supplier. Use the format MM/DD/YYYY.

• **End Date.** Click in the field and type the end date for ordering this item from this supplier. Use the format MM/DD/YYYY.

Note: There must be a **Start Date** and **End Date**.

• **Cost.** Click in the field and type the cost for the item.

• **Case Size.** Click in the field and type the case size for the item.

• **Cont Desc.** Click in the field and type the size of the container for the item.

• **Supplier SKU.** Click in the field and type the supplier's SKU number for the product.

• **Brand.** Click in the field and type the brand for the product.

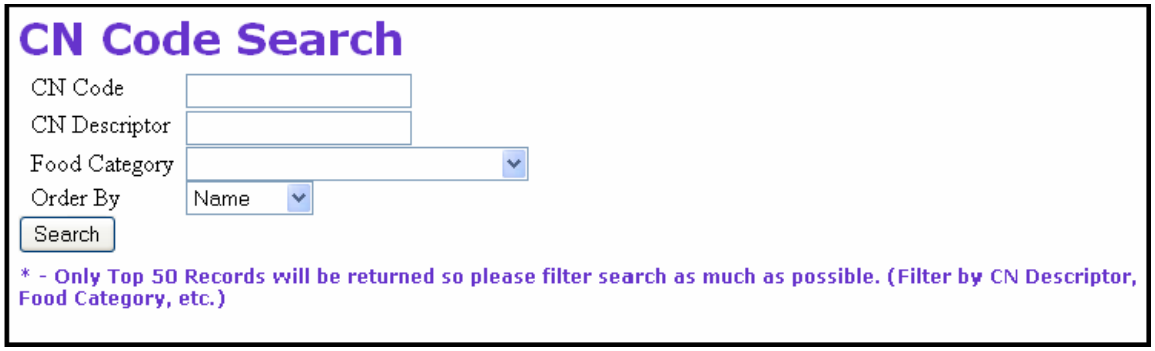
• **Brand SKU.** Click in the field and type the SKU number for the product.

3 When complete, click on **Submit**. The Product Record screen appears again with the new or edited supplier record listed on the screen.

Product CN Code in Product Record

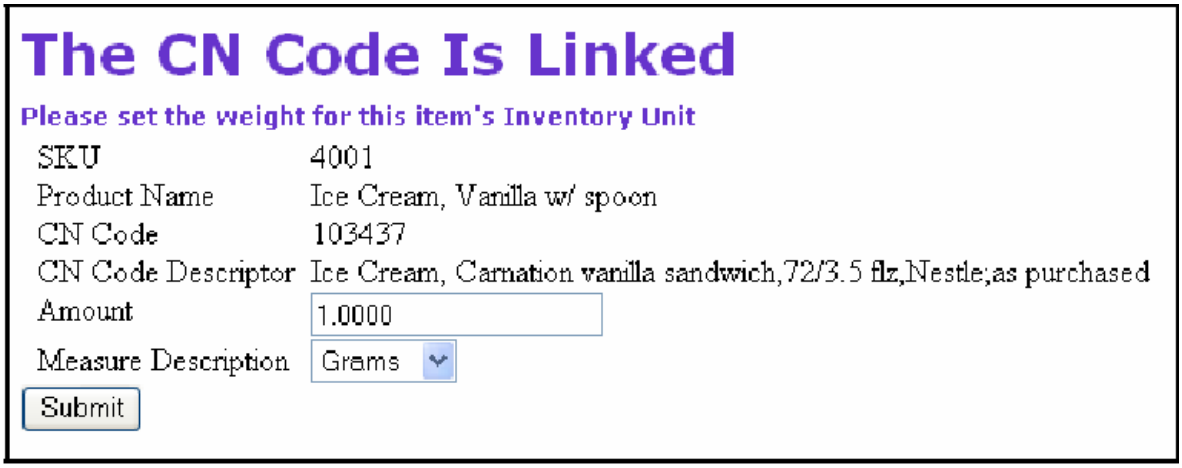
The following procedure is used to add or edit the product cn code in a product record.

1 From the Product Record screen, locate and click on the **Add/Change Product CN Code** button. The following window appears.


CN Code Search
CN Code
CN Descriptor
Food Category
Order By
Name
Search
* - Only Top 50 Records will be returned so please filter search as much as possible. (Filter by CN Descriptor, Food Category, etc.)

2 Enter in the appropriate parameters to search for the correct Menu Item CN Code for the current product. Then click the **Search** button. For example, type **Ice Cream** for CN Descriptor and click on Search.

3 Then click on the **Select** button of the desired CN Code. A screen similar to the one below will appear. Set the weight for this item's inventory unit in the Amount and Measure Description fields. Then click on the **Submit** button.

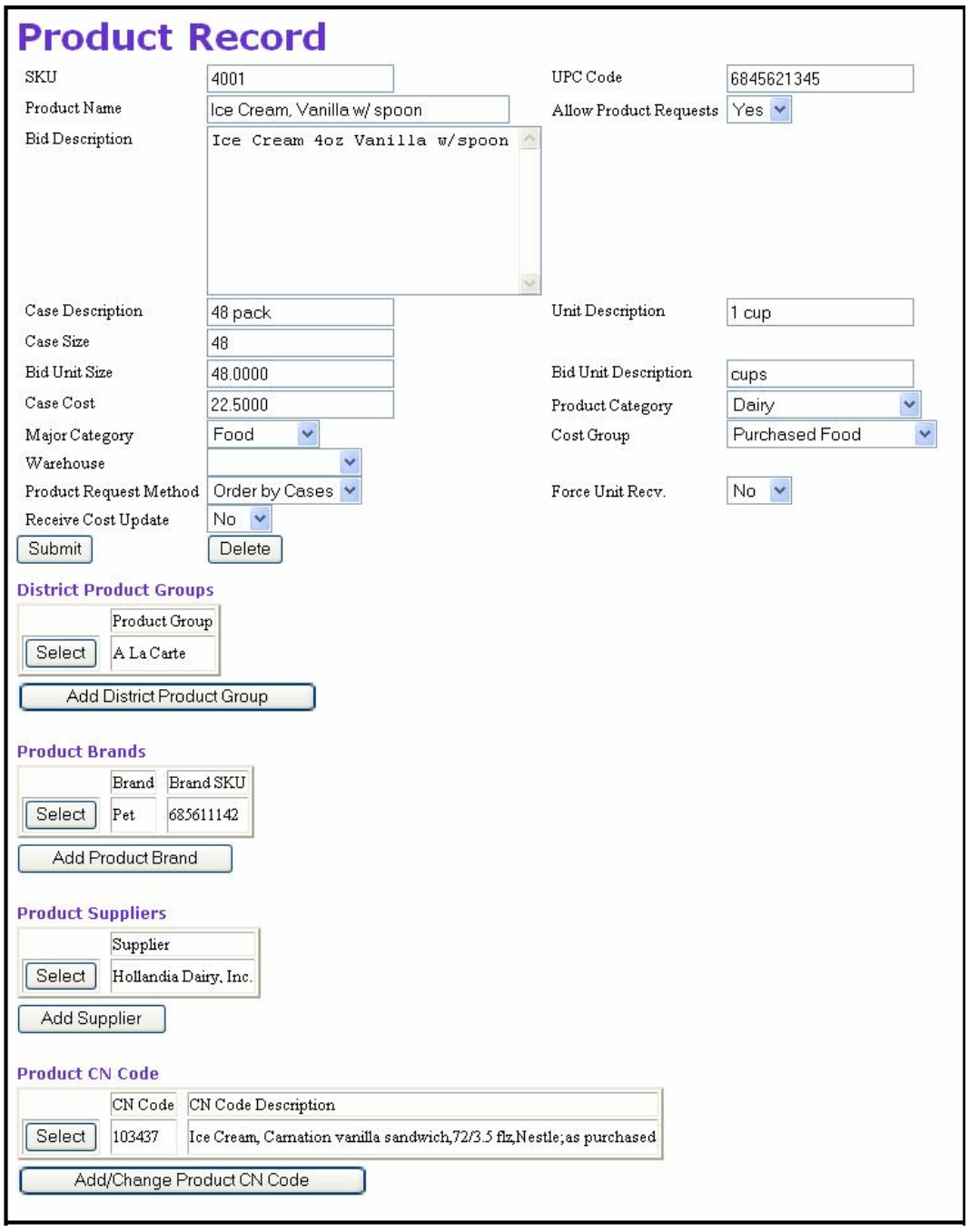

The CN Code Is Linked
Please set the weight for this item's Inventory Unit
SKU 4001
Product Name Ice Cream, Vanilla w/ spoon
CN Code 103437
CN Code Descriptor Ice Cream, Carnation vanilla sandwich,72/3.5 flz,Nestle;as purchased
Amount 1.0000
Measure Description Grams
Submit

Edit Product Record

Follow these steps when updating a Product Record.

1 Begin by searching for a Product Record. The search results display on the Products screen. Refer to the heading **Search for Product Record** for complete directions.

2 Locate the desired product and click on the **Submit** button. The Product Record screen appears.



3 If data in a field is incorrect, the use can click in the appropriate field to enter or select new data.

- In a text field, enter the data for that field.
- In the drop-down field, select an item from the drop-down list.
- Add or edit a product group record to this item. Refer to the heading **District Product Group in Product Record**.
- Add or edit a product brand record to this item. Refer to the heading **Product Brand in Product Record**.

- Add or edit a supplier to this item. Refer to the heading **Supplier in Product Record**.
- Add or edit a Product CN Code.
- Click on any other SiteManager option listed on the menu.

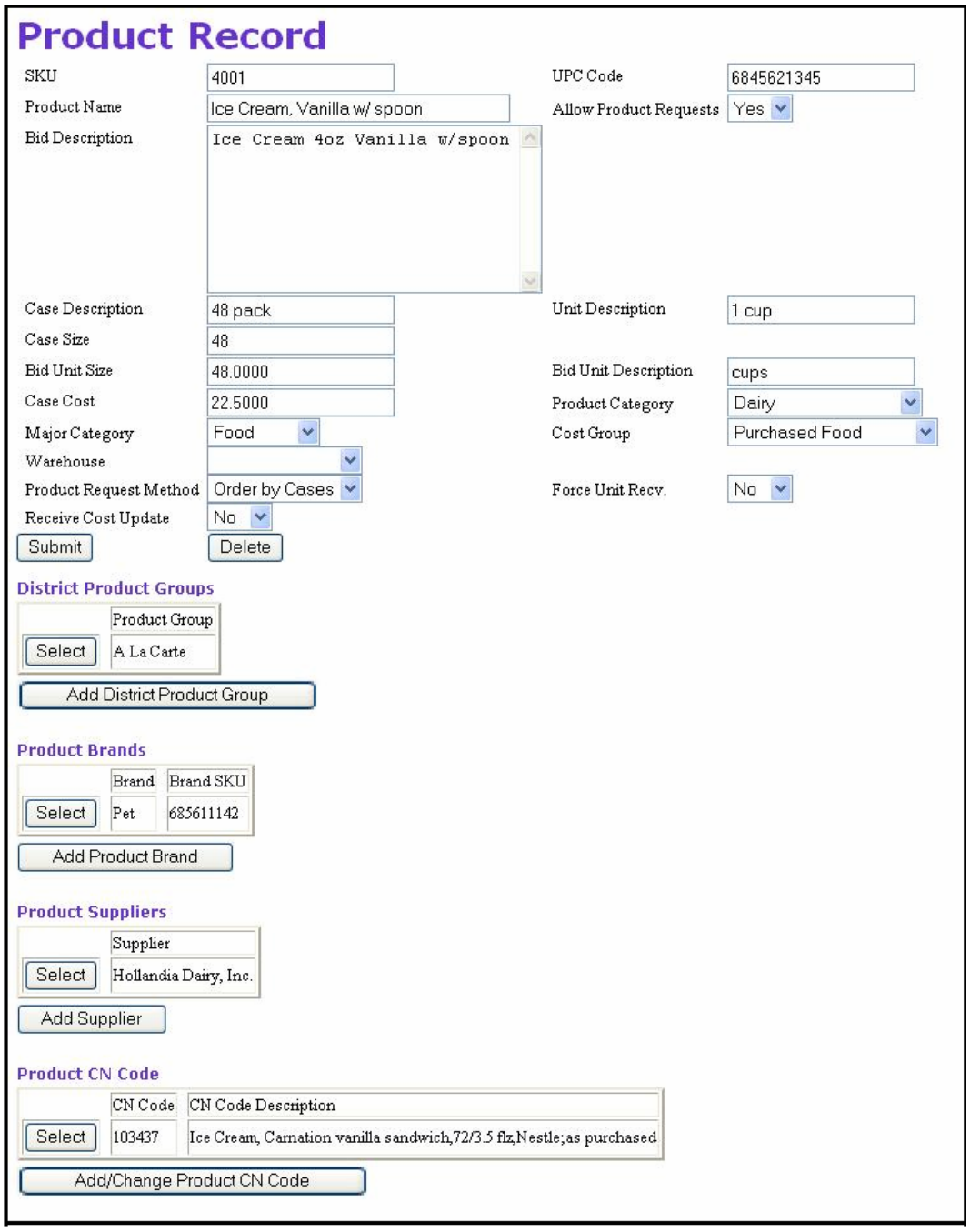
4 When complete, click on the **Submit** button.

Delete Product Record

Follow these steps when deleting a Product Record.

1 Begin by searching for a Product Record. The search results display on the Products screen. Refer to the heading **Search for Product Record** for complete directions.

2 Locate the desired product and click on the **Submit** button. The Product Record screen appears.



3 Click on the **Delete** button.

4 The Products screen appears again without the deleted product.

Note: It is not possible to delete a product that is associated with a supplier or on a product request.

Suppliers

The Supplier option allows the user to access the records for suppliers for the products used in the school cafeteria. It also allows the user to perform maintenance on these records; i.e., add, edit and delete records.

1 Click on the option **Suppliers** under the General Maintenance heading.

2 The following screen appears.

3 At this point, the user can:

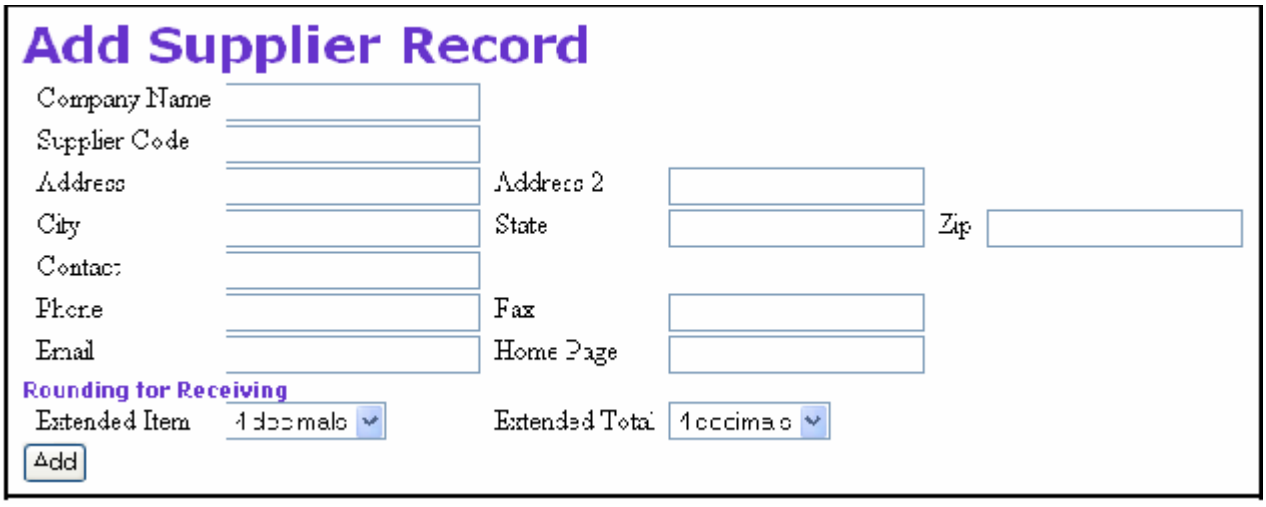
• Click on the **Search** button to access a list of the supplier records in the system. From that list, the user can edit or delete supplier information. Refer to the heading **Access Suppliers** later in this chapter for more information.

• Click on **Add Supplier** button to add new supplier. Refer to the next heading, **Add Supplier** for more information.

Add Supplier

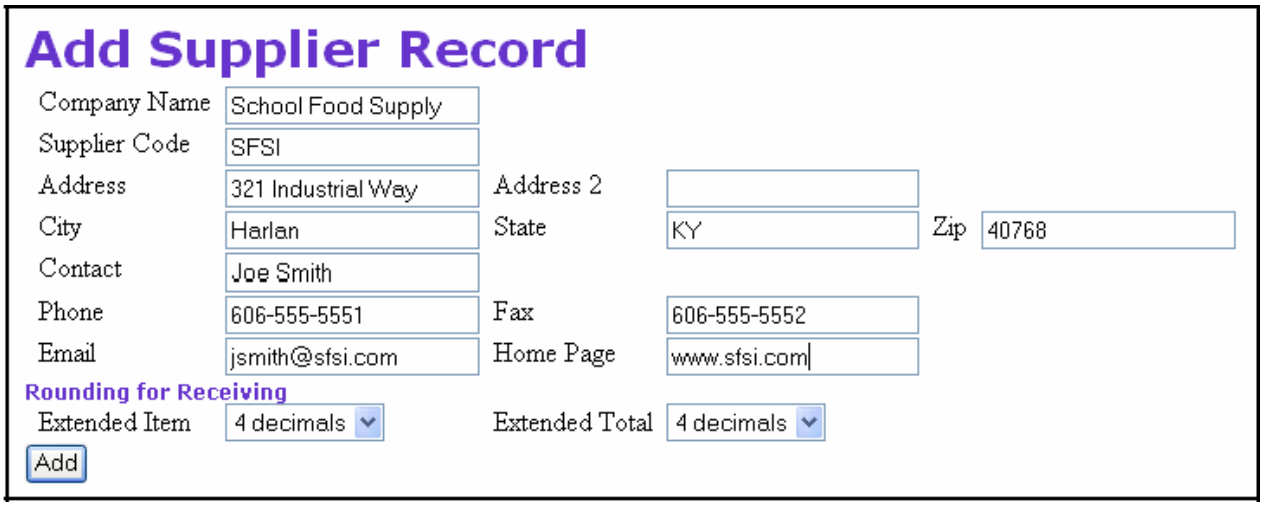
Complete the following steps to add a new supplier to the system.

1 On the Supplier's screen, click on the **Add** button. The following screen appears.



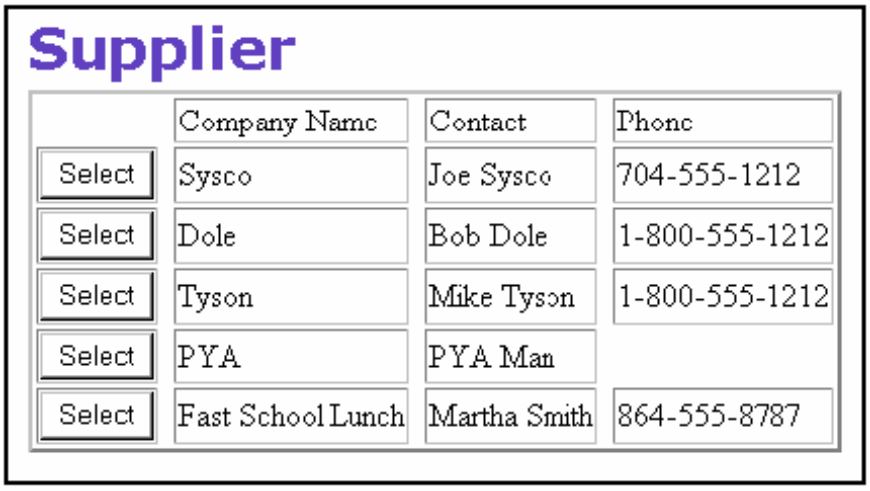
2 Complete the fields on the screen.

3 When the entries are complete, the screen resembles the following figure.



4 Click on the **Add** button.

5 The list of suppliers appears with the new supplier in the list.

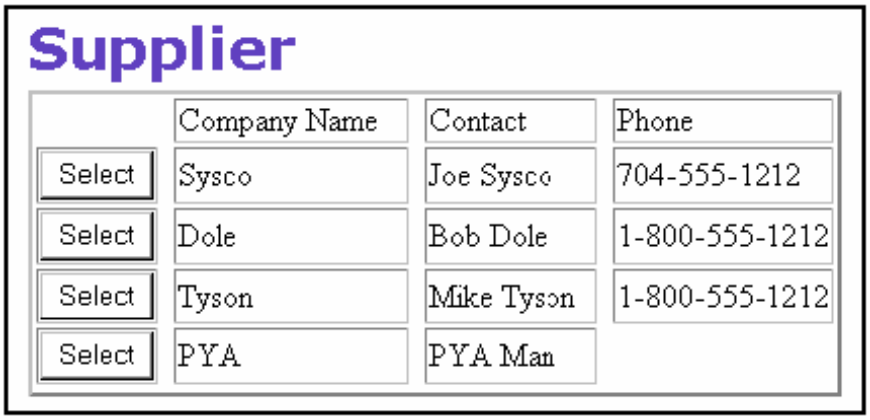


with new supplier listed

Access Suppliers

Complete the following steps to access the supplier records in the system. The user can to edit or delete any of the supplier records.

1 On the Supplier's screen, click on the **Search** button. The system will list the supplier records in the system.



2 On this screen, the user can:

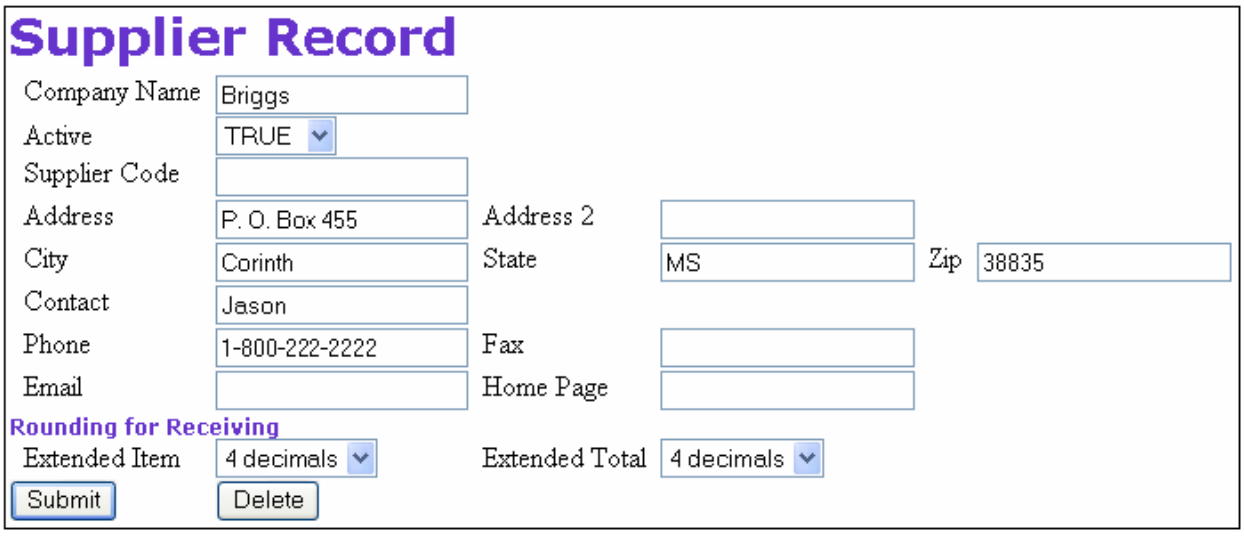
- Edit any supplier record. Refer to the next heading **Edit Supplier** for more information.
- Delete a supplier record. Refer to the heading **Delete Supplier** later in this chapter for more information.

Edit Supplier

Complete the following steps to edit a supplier record.

1 From the list of supplier records, locate the desired supplier. Click on the **Select** button.

2 The Supplier record appears.



3 Change any settings in any fields.

4 Notice the **Rounding for Receiving** section. This will allow the user to choose how an invoice will get rounded for a supplier.

5 Click on the **Submit** button.

6 The Suppliers screen appears again.

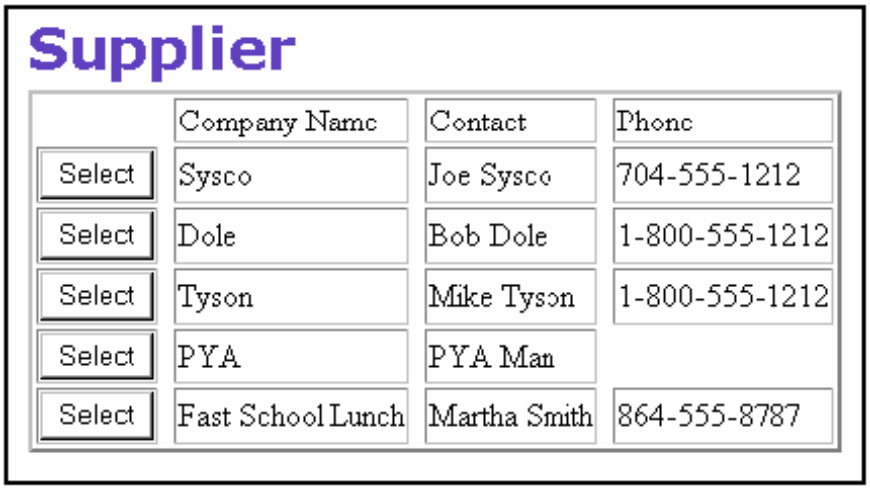
7 At this point, the user can:

- Edit another supplier record.
- Delete a supplier record.

Delete Supplier

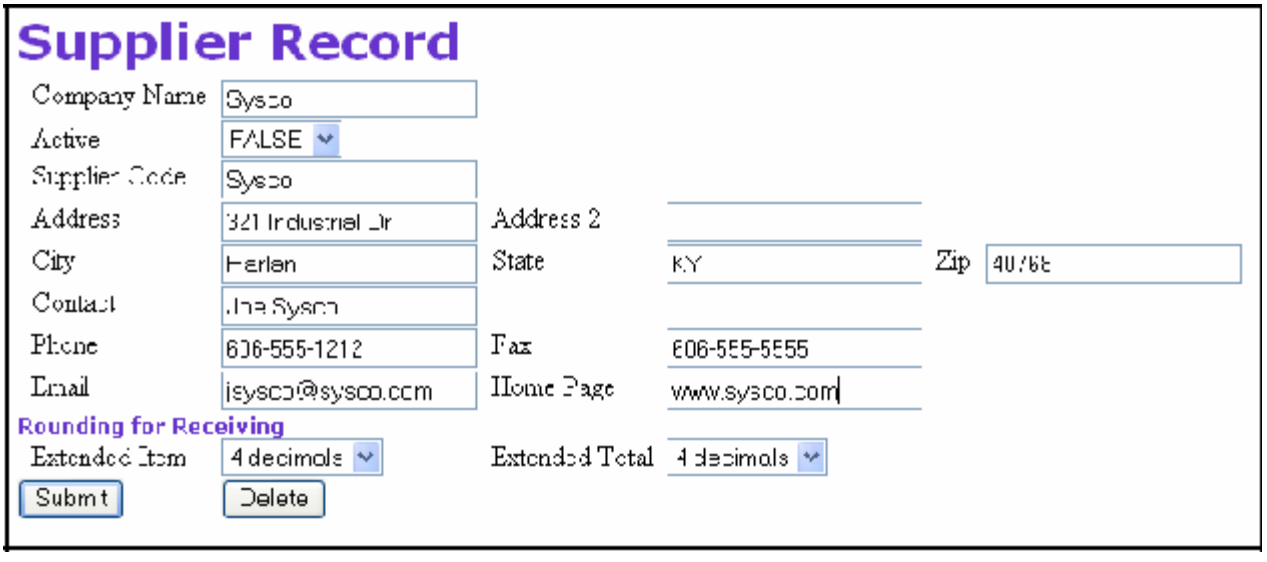
Complete the following steps to delete a supplier record.

1 From the list of supplier records, locate the desired supplier.



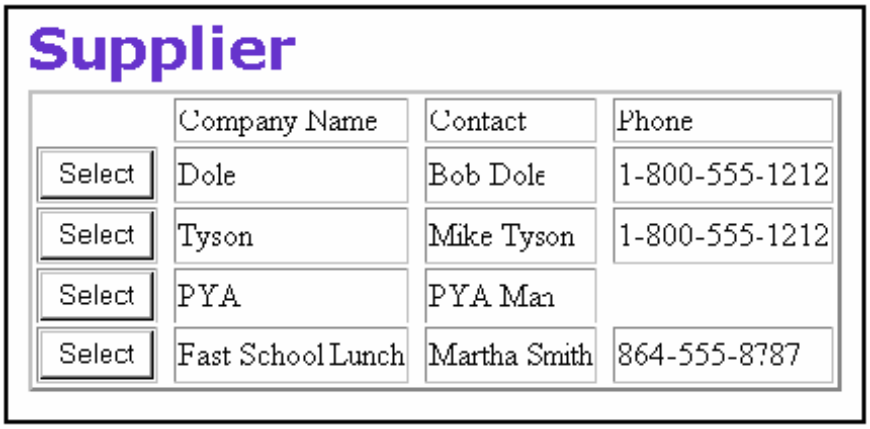
2 Click on the **Select** button.

3 The Supplier record appears.



4 Click on the **Delete** button.

5 The Suppliers screen appears again without the deleted supplier.



without deleted supplier

6 At this point, the user can:

- Edit another supplier record.
- Delete a supplier record.

End of Year (Graduation)

The purpose of the End of Year process is to get the sites ready for the new school year. Cleaning up records, graduating students, increasing grades, and importing new students.

The End of Year routine will be done in SiteManager and all changes will be broadcasted out to the schools during nightly communications.

Below are the End of Year Graduation options. Complete them in order to do End of Year.

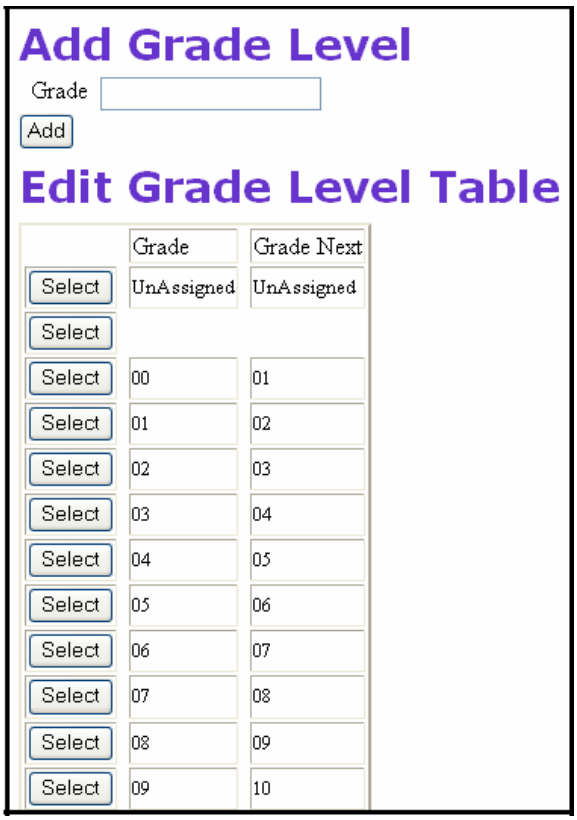
- Edit/Add Grade Level
- Generate Site Grad Table
- Edit Site Grad Table
- Graduation Table Generate
- Graduation Action Edit
- End of Year Execute

Edit/Add Grade Level

Follow these steps to Edit/Add Grade Level.

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Edit/Add Grade Level** option. A screen similar to below appears.



3 All the current grades will appear under the Grade column in the Edit Grade Level Table section. If a grade does not exist, then put it in the Grade field and click on the **Add** button. The new grade will then appear in the Grade column in the Edit Grade Level section. Select the new grade and choose the next grade by clicking in the dropdown and selecting the next grade.

4 Under the Grade level section put in the Grade Next field beside of each grade. This represents the promoted grade.

Note The value UnAssigned in Grade Next will be used for graduates leaving the district.

The second row with blank values for Grade and Grade Next are used with participant's who do not have a grade value in their participant record.

Some grades may not be a number (i.e. Adult). In this situation put in Adult for the Next Grade field.

Generate Site Graduation Table

Follow these steps to Generate Site Graduation Table.

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Generate Site Grad Table** option. A screen like below appears.

3 Click on the **Submit** button. This will create a Graduation working table.

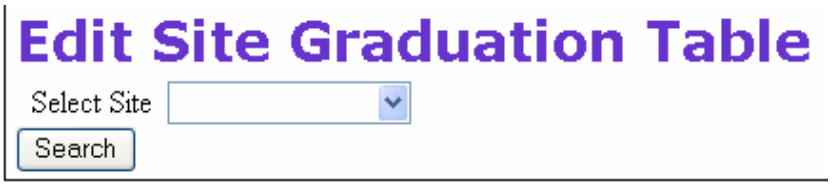
4 The following message will appear:

Edit Site Graduation Table

Follow these steps to Edit Site Graduation Table.

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Edit Site Grad Table** option. A screen like below appears.



3 Select a Site from the drop down field.

4 Click on the **Search** button.

5 A screen like below will appear.

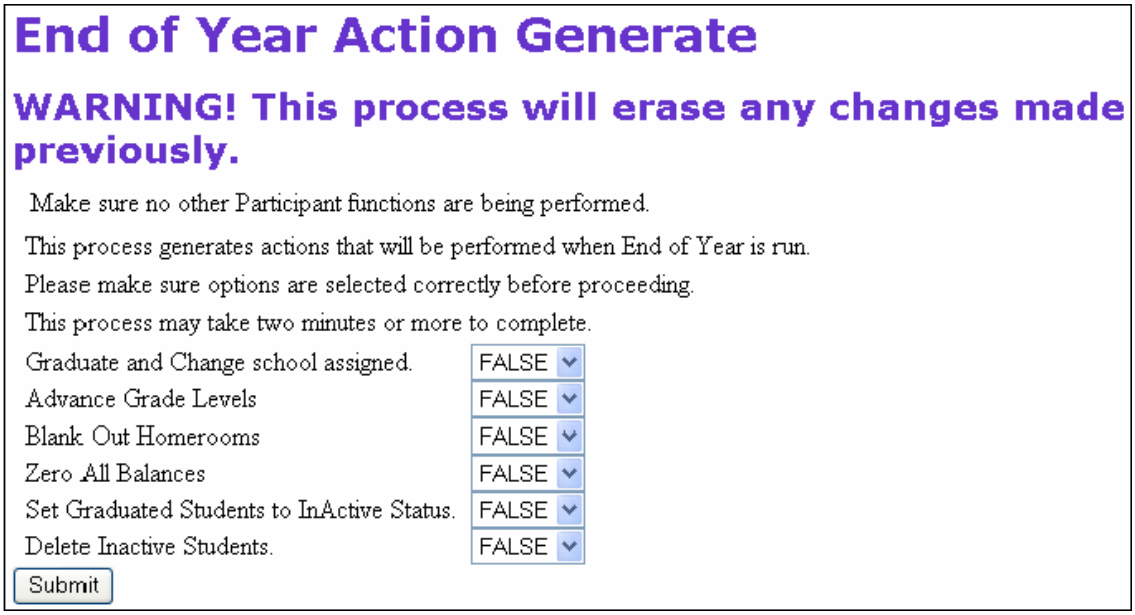
6 Change all the necessary fields then click on the **Submit** button.

Graduation Table Generate

Follow these steps to complete Graduation Table Generate.

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Graduation Table Generate** option. A screen like below appears.


End of Year Action Generate
WARNING! This process will erase any changes made previously.
Make sure no other Participant functions are being performed.
This process generates actions that will be performed when End of Year is run.
Please make sure options are selected correctly before proceeding.
This process may take two minutes or more to complete.
Graduate and Change school assigned.
FALSE
Advance Grade Levels
FALSE
Blank Out Homerooms
FALSE
Zero All Balances
FALSE
Set Graduated Students to InActive Status.
FALSE
Delete Inactive Students.
FALSE
Submit

3 Set all the fields to True or False depending on needs.

4 Click on the **Submit** button.

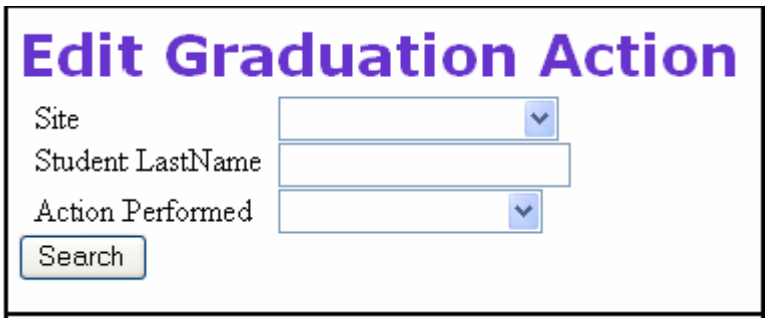
Graduation Action Edit

With Gradation Action Edit the user has the ability to edit the table to reflect any changes needing to be made. (i.e. Students that are retained or graduation to different sites than those originally set in “Edit Site Grad Table”).

Follow these steps to Edit Graduation Action

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **Graduation Action Edit** option. A screen like below appears.



3 Set the search parameters for one field or multiple fields:

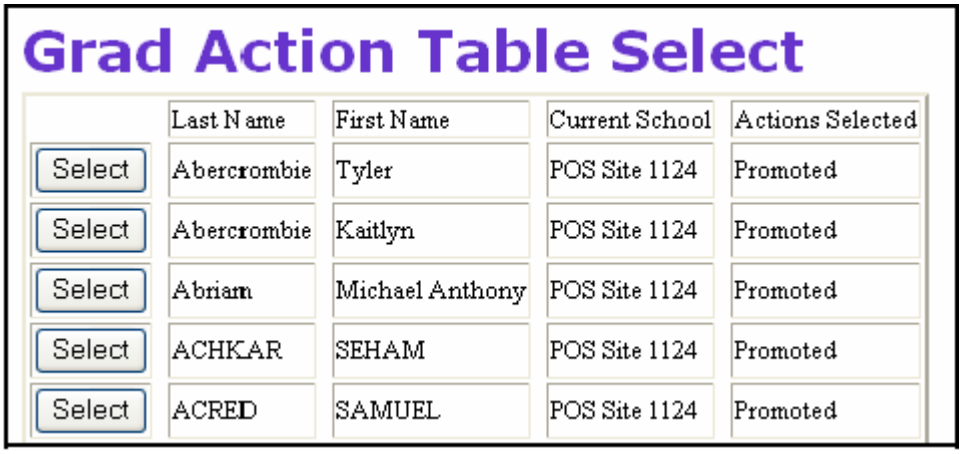
• **Site**. Click on the drop down box and select the desired site. If a site is not selected then all sites will be included in search.

• **Student Last Name**. Enter in a student's last name. If a student's last name is not selected then all last names will be included in search.

• **Action Performed**. Click on the drop down box and select the desired action performed. If an action performed is not selected then all action performed values will be included in search.

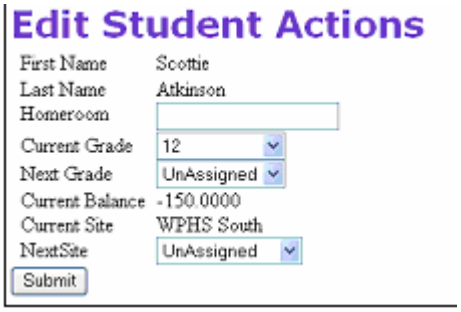
4 Click on the **Search** button.

5 A screen like below will appear.

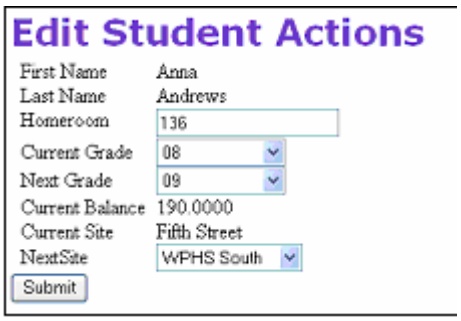


6 Click on the **Select** button beside of the student record that needs to be changed.

7 A screen like below will appear. Edit the record as necessary.



The above example shows a 12th grader leaving system (UnAssigned).



The above example shows a 8th grader being promoted to 9th and graduating to High School

8 Click on the **Submit** button.

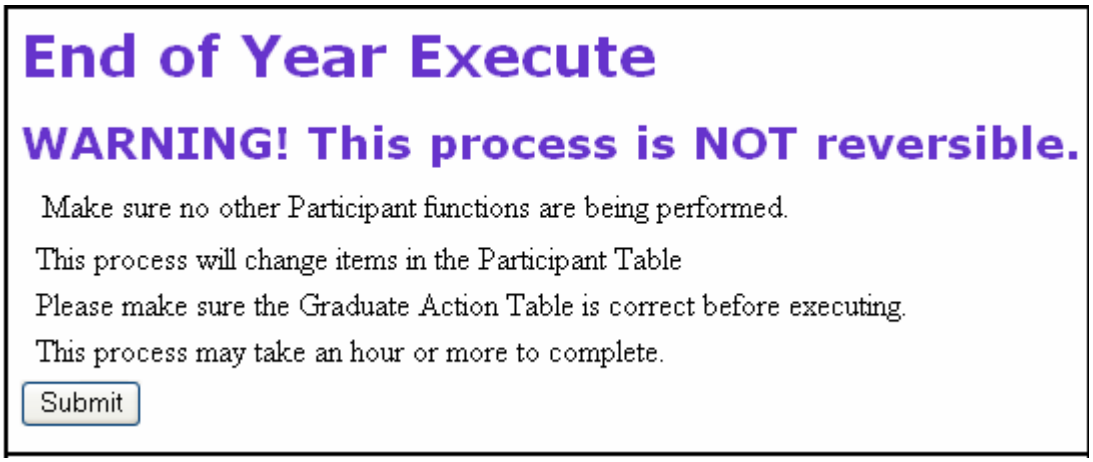
End of Year Execute

End of Year Execute is used to execute the changes of the options selected as True from the Graduation Table Generate.

Follow these steps to Execute End of Year

1 From the SiteManager Main Menu click on the **General Maintenance** heading. Locate and click on the **End of Year (Graduation)** heading. The options available appear in a list underneath the heading.

2 Locate and click on the **End of Year Execute** option. A screen like below appears.


End of Year Execute
WARNING! This process is NOT reversible.
Make sure no other Participant functions are being performed.
This process will change items in the Participant Table
Please make sure the Graduate Action Table is correct before executing.
This process may take an hour or more to complete.
Submit

3 Click on the **Submit** button.

Note WARNING! This process is NOT reversible. Make a current Backup before proceeding.

You will need to stop importing Participant Information from Student Information system until it is updated for new school year. Once updated, then resume daily import schedule.

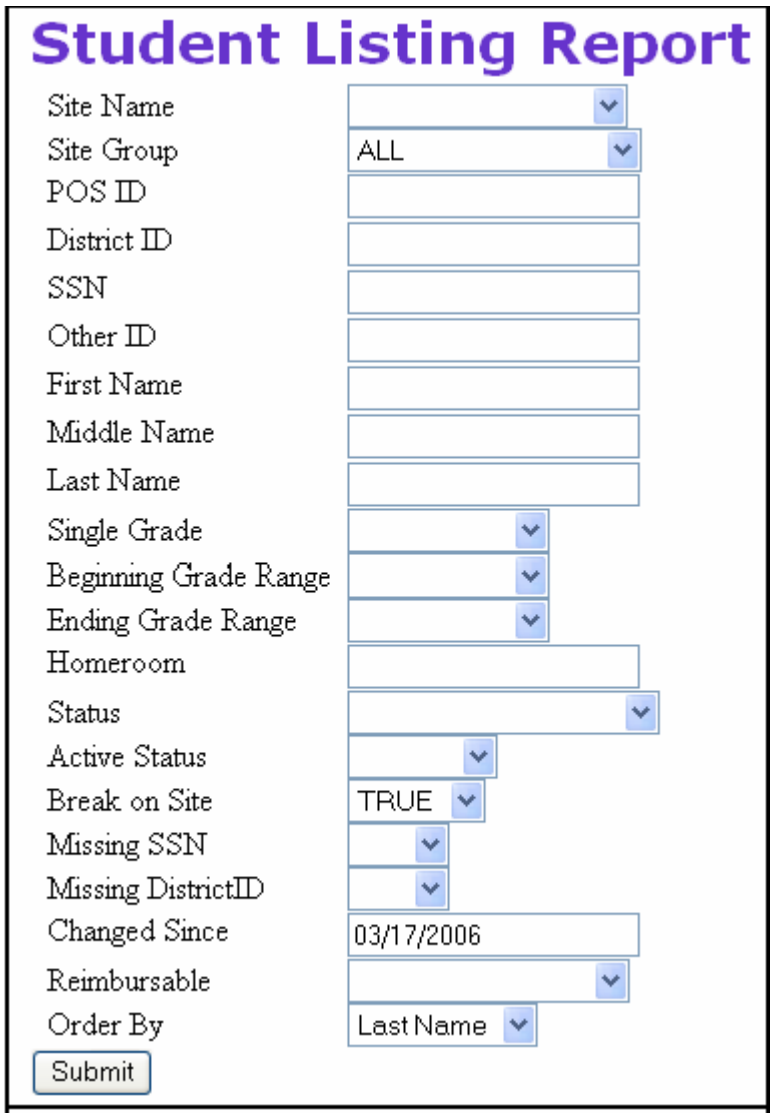
Student Listing Report

The Student Listing Report is associated with all accounts, student and adult in the STI Lunch system. The Student Listing Report generates a selected roster of accounts.

Complete the following steps to generate a Student Listing Report.

1 From SiteManager Main Menu, click on the **General Maintenance** heading. The options available are listed underneath the heading.

2 Click on the **Student Listing** option. The Student Listing Report screen appears.



Note: The user can enter or select sort parameters for one field or multiple fields.

3 Set the following parameters for the report.

• **Site Name**. Click on the drop down box for the **Site Name** field and select an option from the list that appears. If this field is left blank, all sites are included in the report.

• **Site Group**. Click on the drop down box for the **Site Group** field and select a site group. If the report will be for site groups, make certain that the **Site** field above is blank.

• **POS ID.** Type the POS ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **District ID.** Type the District ID of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **SSN.** Type the social security number of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **OtherID.** Type the Other ID number of the participant to search for in transactions. If this field is blank, it does not affect the report.

• **First Name.** Type the first name of the participant(s) to include in the report. If this field is blank, it does not affect the report.

• **Middle Name.** Type the middle name of the participant(s) to include in the report. If this field is blank, it does not affect the report.

• **Last Name.** Type the last name of the participant(s) to include in the report. If this field is blank, it does not affect the report.

• **Single Grade.** Click in the drop down box and select the desired grade level of the participants to include in the report. If this field is blank, it does not affect the report.

• **Beginning Grade Range.** Click in the drop down box and select the desired Beginning Grade to limit the report to only participants above that grade.

• **Ending Grade Range**. Click in the drop down box and select the desired Ending Grade to limit the report to only participants below that grade.

• **Homeroom.** Type the homeroom of the participants to include in the report. If this field is blank, it does not affect the report.

• **Status.** Click in the drop down box and select the desired status for the participants to include in the report. If this field is blank, it does not affect the report.

• **Active Status.** Click in the drop down box and select the desired Active Status for the report. If this field is blank, it does not affect the report.

• **Break on Site.** Click in the drop down box to print a continuous report and not place a page break between sites.

• **Missing SSN.** Click in the drop down box and select YES to only report participants with no SSN. Select NO to only report participants who have an SSN. If this field is blank, it does not affect the report.

• **Missing DistrictID.** Click in the drop down box and select YES to only report participants with no District ID. Select NO to only report participants who have an District ID. If this field is blank, it does not affect the report.

• **Changed Since.** Accept the default date (one week ago), or click in the box and type the desired date. This will limit the report to only participants who have been updated since this date. Use the format MM/DD/YYYY.

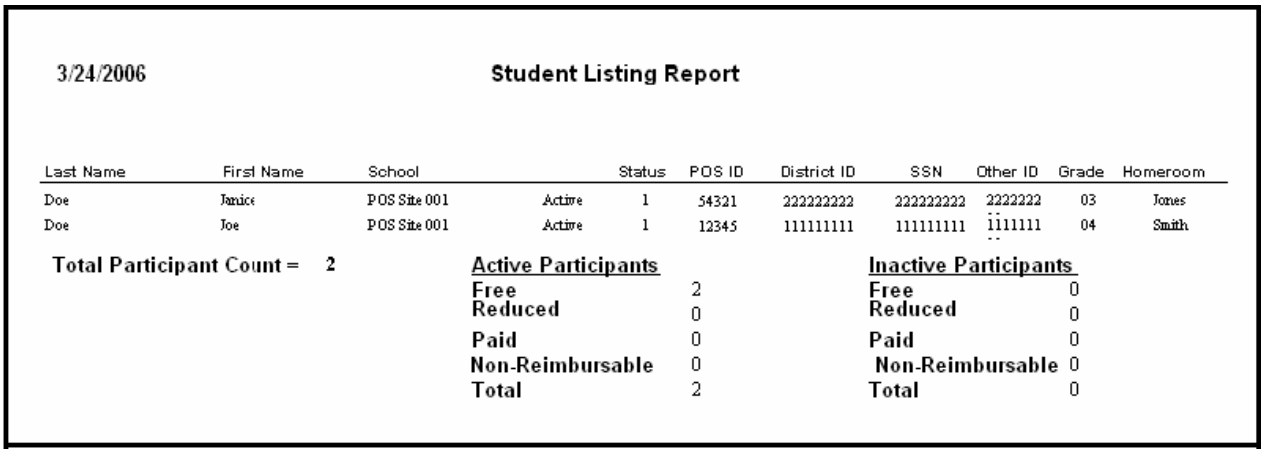
• **Reimbursable.** Click in the drop down box and select Reimbursable to report only reimbursable participants. Select Non-Reimbursable to report only non-reimbursable participants. If this field is blank, it does not affect the report.

• **Order By**. Click in the drop down field to designate the order for the participants to be used in the report. If this field is blank, it does not affect the report.

4 Click on the **Submit** button. A preview of the Student Listing appears. At this point the user can:

- Print the report.
- Close the report and go back to select different criteria to generate the report.

5 The report will resemble the figure below.



3/24/2006 **Student Listing Report**

Last Name	First Name	School		Status	POS ID	District ID	SSN	Other ID	Grade	Homeroom
Doe	Janice	POS Site 001	Active	1	54321	222222222	222222222	2222222	03	Jones
Doe	Joe	POS Site 001	Active	1	12345	111111111	111111111	1111111	04	Smith

Total Participant Count = 2

	Active Participants	Inactive Participants
Free	2	0
Reduced	0	0
Paid	0	0
Non-Reimbursable	0	0
Total	2	0

Settings

Overview

The menu options that setup and configure SiteManager are located under Settings. Some options are set once when SiteManager is installed. Other options will be updated occasionally by the school district such as when a new bank is added, or when a new Site Group needs to be created for reporting purposes.

Access Settings Menu

Complete the following steps to access the options under the **Settings** heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to **Chapter 1 Introduction and Main Menu** for more information.

2 From the SiteManager Main Menu click on the **Settings** heading.

3 The list of options appears under the heading.

Settings
- District
- Participant Status
- Site Groups

- Banks
- Global Settings
- Auto Update Settings
- Auto Updates Applied
- Auto Update Log
- Auto Update
- Schedules
- Product Categories
- Major Categories
- Serving Period

4 Each option is documented in this chapter.

District

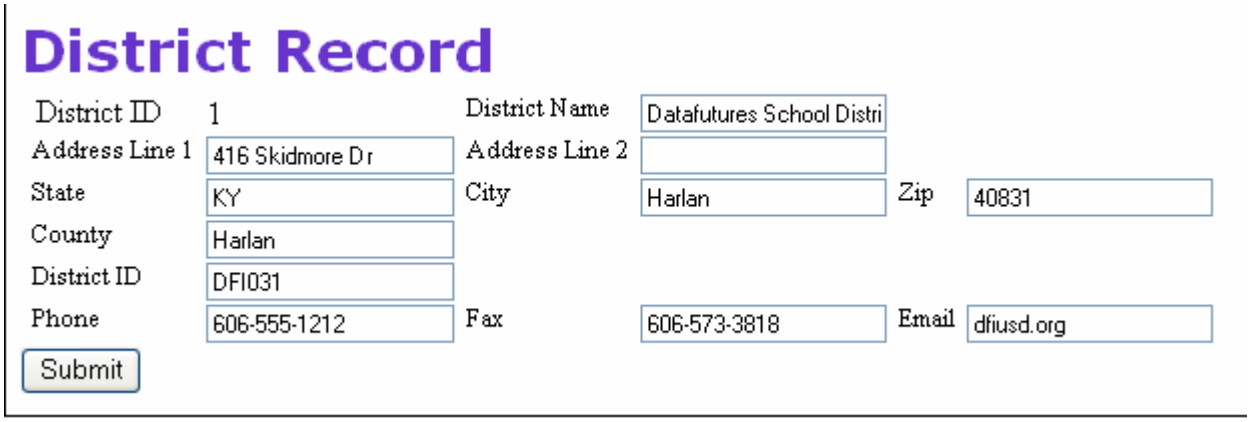
The operator can maintain the 'district' settings. There is only ONE district record. This record contains the information on the school district where SiteManager is in use.

Complete the following steps to access the District screen.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on the option **District** under the **Settings** heading.

3 The following screen appears.



4 Edit the current settings for the District.

5 When complete, click on Submit.

6 At this point, the operator can:

• Make additional changes to the District Record screen.

• Access any other SiteManager option. Click on the appropriate heading on the left side of the screen.

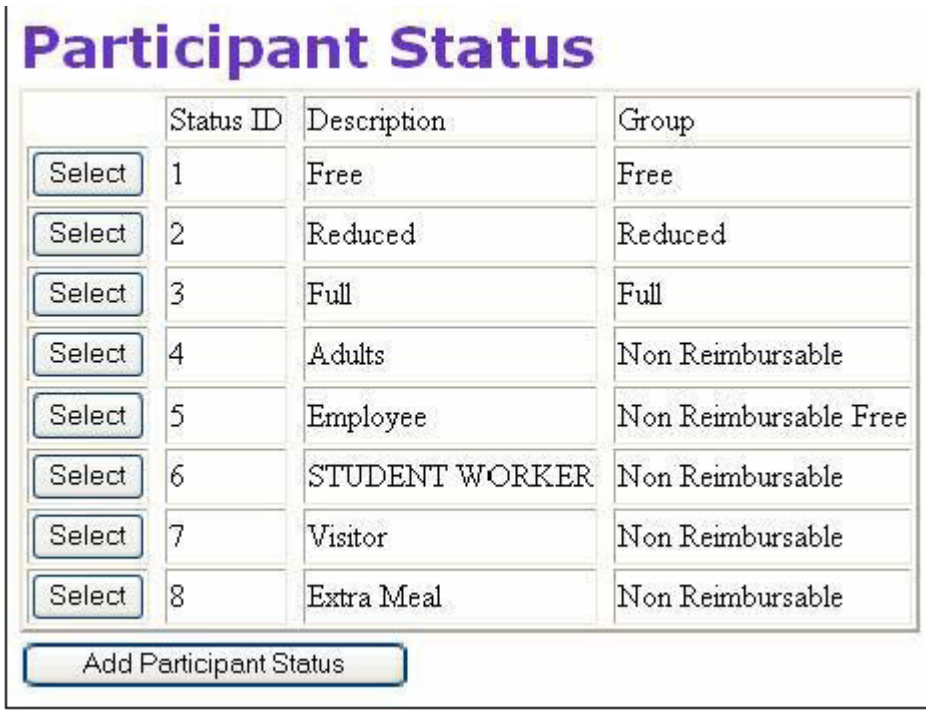
Participant Status

The operator can maintain the different 'participant status' settings. Complete the following steps to access the Participant Status screen.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on the option **Participant Status** under the **Settings** heading.

3 The following screen appears.



4 At this point, the operator can:

- Add a new Participant Status setting.
- Edit an existing Participant Status setting.

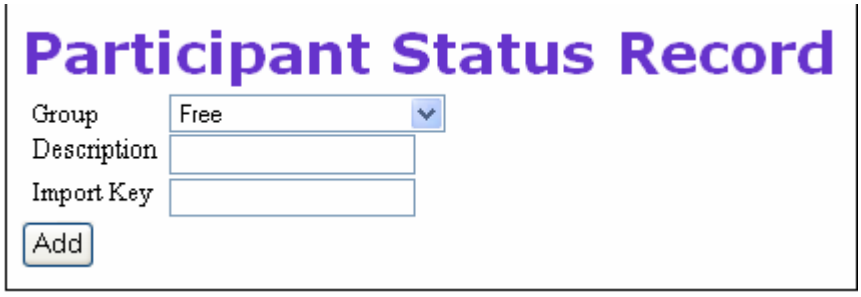
Add Participant Status

Complete the following steps to add a participant status.

1 Access the Participant Settings screen from the Settings heading.

2 Click on the **Add Participant Status** button.

3 The Participant Status Record screen appears.

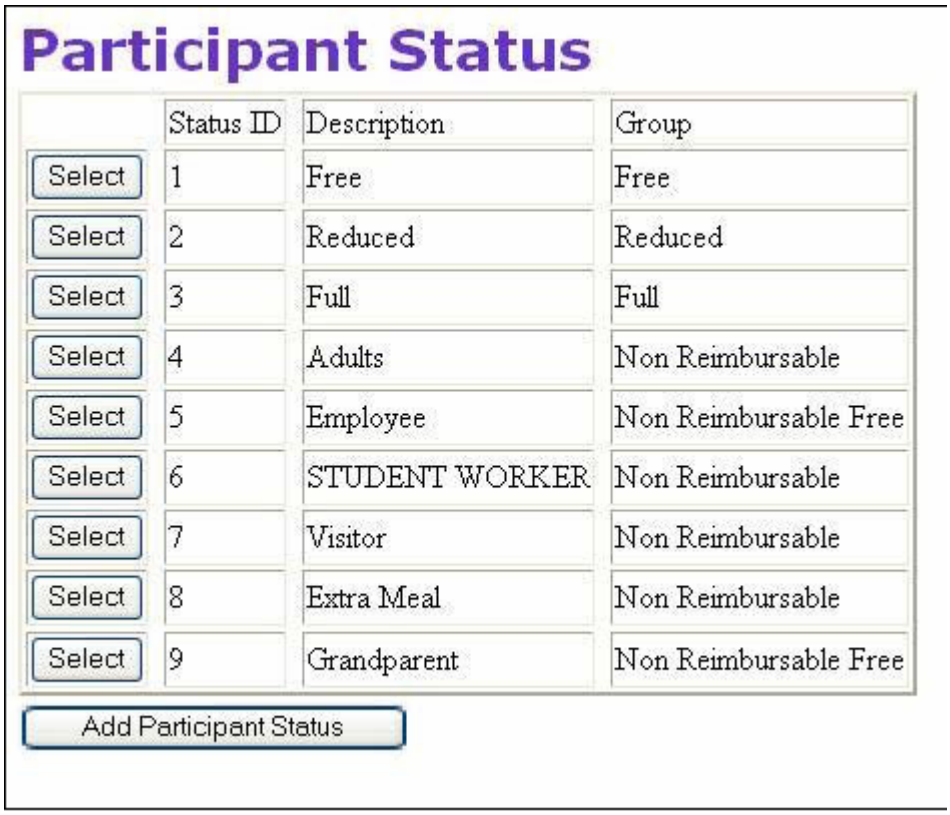


4 Complete the following fields on the screen.

- Group. Click on the drop down button and select the desired group.
- Description. Click in field and type the desired description.
- Import key. Click in the field and typed the desired import key.

5 Click on the **Add** button.

6 The Participant Status screen appears again with the new status added. The Status ID number is assigned by the system and cannot be changed.



listing new status

7 At this point, the operator can:

- Add another Participant Status record.
- Edit any Participant Status record.

• Access any other SiteManager option. Click on the appropriate heading on the left side of the screen.

Edit Participant Status

Complete the following steps to add a participant status.

1 Access the Participant Settings screen from the Settings heading.

2 Locate the desired participant status and click on the **Select** button.

3 The Participant Status Record screen appears.

4 Edit the following fields on the screen.

• **Group**. Accept the current setting or click on the drop down button and select the desired group.

• **Description**. Accept the current setting or click in field and type the desired description.

• **Import Key**. Accept the current setting or click in the field and typed the desired import key.

5 Click on the **Submit** button.

• Click on the **Delete** button to delete the record. If it is linked to any records, it cannot be deleted.

6 The Participant Status screen appears again.

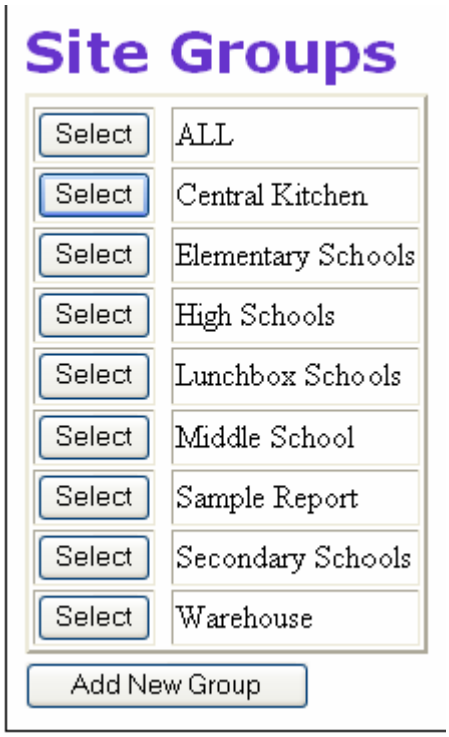
Site Groups

The “Site Groups” are sets of sites grouped together up for reporting purposes; e.g., a group could be composed of the elementary schools, while another group could be composed of the middle schools, a third group could be composed the high schools, and a fourth group could be composed of ALL schools.

Site Groups are used when generating reports. Refer to **Chapter 5 Reports** to generate and review reports. Complete the following steps to access and maintain **Site Groups** in the Settings options.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on **Site Groups**. The **Site Groups** screen appears.



3 From this screen, the operator can:

- Add a new group.
- Edit an existing group.
- Add sites to a site group or edit sites in a site group.

Add New Group

Complete the following steps to add a new group.

1 From the Site Groups screen, click on the **Add New Group** button.

2 The following screen appears.

3 Complete the following fields.

- **Group Name**. Type the group name in this field.

• **Multi-Site?** Accept the default setting (FALSE) or click in the drop down box and select the appropriate setting.

4 Click on **Add** button.

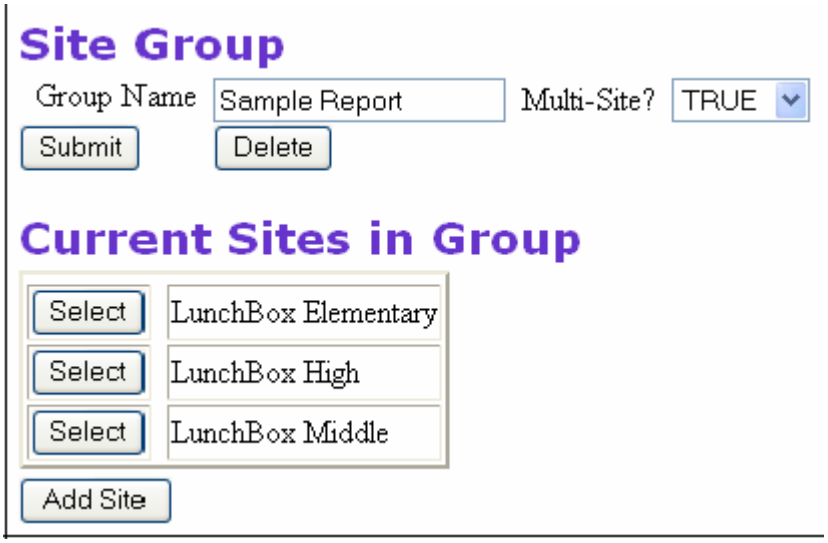
5 The Site Groups screen appears again with the new group added.

Edit Site Group

Complete the following steps to edit a site group.

1 From the Site Groups screen, locate the desired **Site Group** and click on the **Select** button.

2 The following screen appears.



3 Edit the field **Group Name**.

• The operator can add, edit or delete the sites that are in the group.

4 Click on **Submit** button.

• To delete the site group, click on the **Delete** button. If the site group is not linked to any other records, it is deleted.

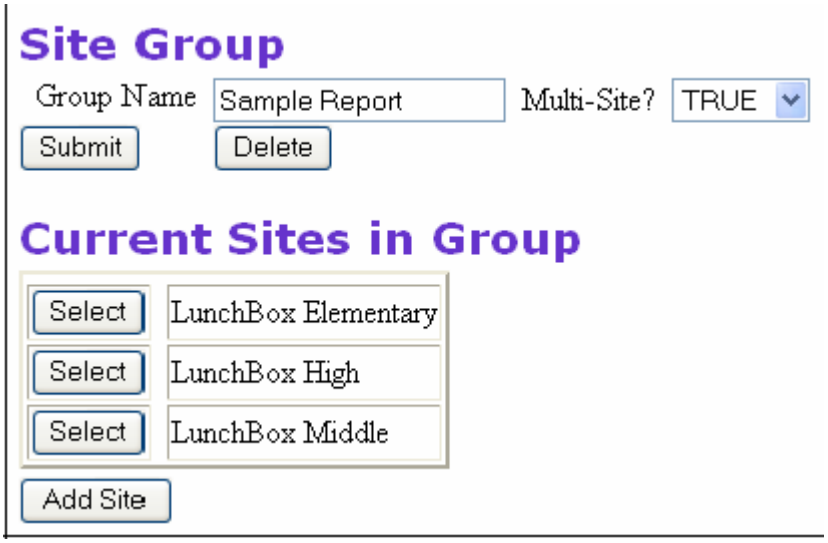
5 The Site Groups screen appears again.

Add or Delete Sites

In a Site Group, the operator can add or delete the sites in the group.

1 On the Site Group screen, locate the desired Site Group and then click on the **Select** button.

2 The following screen appears.



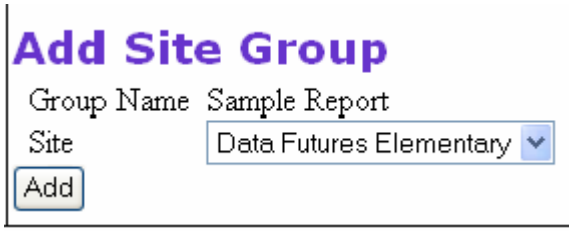
3 On this screen the operator can maintain the sites that are in the group.

Add Site

Complete the following steps to add a site to the site group selected on the Site Group screen.

1 To add a new site to the site group, click on the **Add Site** button.

2 The following screen appears.



3 Click on the drop down button in the Site field and select the desired site.

4 Click on the **Add** button. The Site Group screen appears again with the new site added to the list.

Delete Site

Complete the following steps to delete a site from the site group selected on the Site Group screen.

1 On the Site Group screen, locate the desired site.

2 Click on the **Select** key. The following screen appears.

deleting a site

3 Click on the **Delete** button.

4 The Site Group screen appears again without the deleted site.

Banks

This option allows the system to set up "Banks" to associate with the site in the Site Record screen under the option General Maintenance. Refer to the chapter on **General Maintenance**, for more information on the Bank field in the Site Record.

Complete the following steps to access and maintain **Banks** in the Settings options.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on **Banks**. The **Banks** screen appears.

3 From this screen, the operator can:

- Add Banks.
- Edit Banks.

Add Bank

Complete the following steps to add a new bank.

1 Access the **Banks** screen.

2 Click on the **Add Bank** button.

3 The **New Bank** screen appears.

4 Complete the field, **Bank Name** and then click on the **Add** button.

5 The Bank screen appears again with the new bank listed.

Edit Bank

Complete the following steps to edit a bank.

1 Access the **Banks** screen.

2 Locate the desired bank and then click on the **Select** button.

3 The **Bank Record** screen appears with the bank listing.

4 Edit the field, **Bank Name**.

5 Click on the **Submit** button to save the changes. The Bank screen appears again.

- Click on the **Delete** button to delete the bank. If the bank record is not linked to any other records, it can be deleted.

6 At this point, the operator can:

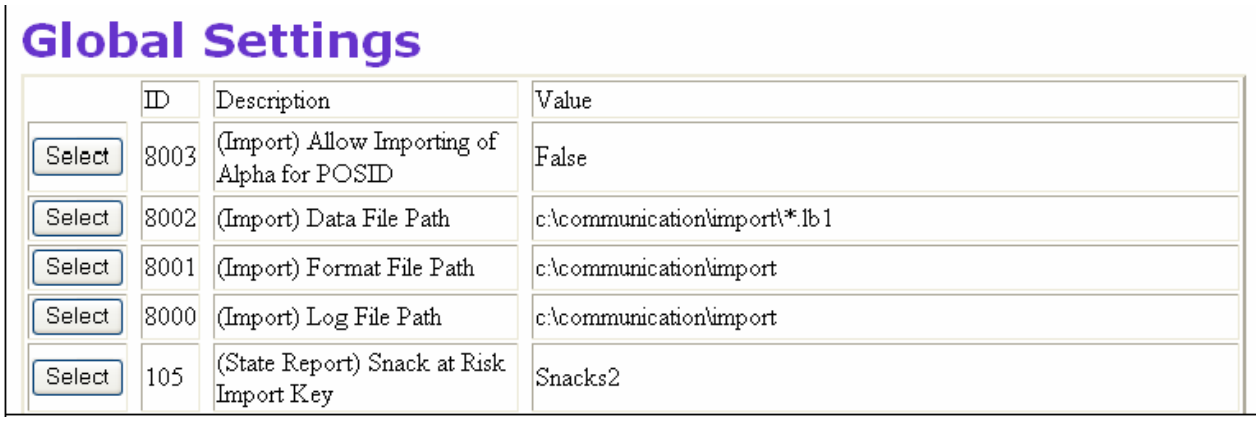
- Add another bank.
- Edit a bank.
- Access another SiteManager option. Click on the appropriate heading on the left side of the screen.

Global Settings

Complete the following steps to access and maintain Global Settings in the Settings options.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on **Global Settings**. The **Global Settings** screen appears.



Global Settings

	ID	Description	Value
Select	8003	(Import) Allow Importing of Alpha for POSID	False
Select	8002	(Import) Data File Path	c:\communication\import*.lb1
Select	8001	(Import) Format File Path	c:\communication\import
Select	8000	(Import) Log File Path	c:\communication\import
Select	105	(State Report) Snack at Risk Import Key	Snacks2

3 None of the settings on this screen should be changed unless the result of the change is fully understood or directed to make the change by STI Technical Staff.

• Access another SiteManager option. Click on the appropriate heading on the left side of the screen.

• To review the details for using the 'backup routine' within STI Lunch SiteManager or BackOffice, refer to the next heading **Backup Settings**.

• To review all of the Global Settings in STI Lunch SiteManager, refer to the appendix at the end of this chapter.

Backup Settings

SiteManager and BackOffice provide a backup routine for copying the database on the system to another location on the same system.

Note: Do not make any changes to any of the Global Settings unless instructed to do so by STI Support Personnel.

Note: This backup routine is not needed if the school district is using a network backup routine that provides a reliable backup procedure.

Two Global Settings determine how the backup routine functions on the system. The Global settings have different numbers in BackOffice and SiteManager but function the same.

SM	BO	Global Setting	Possible Values
5	143	Backup Drive	X:\Y\ This setting is 'X' represents the Drive Letter and 'Y' represents the path to any folder. An example would be **F:\Backups** The setting can be any local path on the computer. The path must already exist; i.e., the system will not create folders during the backup routine. The path **must** contain the character **"\"** at the end, and the length of the path should be less than 35 characters.
6	162	Backup Naming	Single/Multiple If this field is set to "Multiple", the backup file that is created will be named posDDDDDD.bak, where DDDDDD is the day of the week that the backup was created. The file will overwrite the backup

from a week ago. If the setting is set to “Single”, the backup file that is created will be named pos.bak. This file will overwrite the previous backup every day. (If the setting is ‘blank’, the system performs a single backup.)

Note: Because SiteManager and BackOffice now have the ability to create multiple backups, the potential backup space could be as much as five to seven times greater than before. **Verify that the backup drive has enough hard drive space for multiple backup files.** If the drive does not have enough space, the backup will fail.

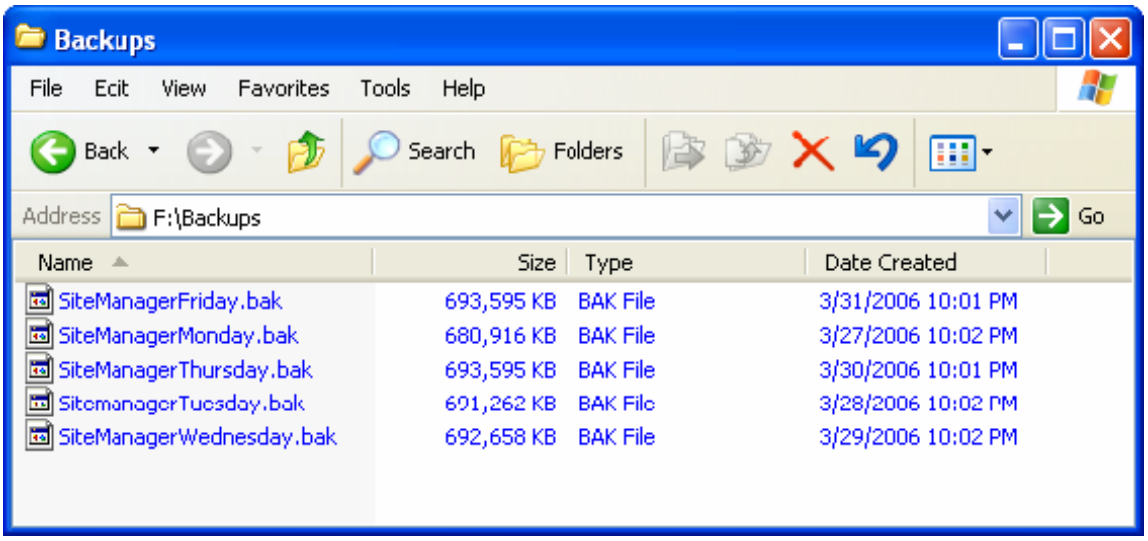
Recommendation: STI recommends that the backup be written to a drive other than the C drive where the programs and database run. Ideally, the backup would be made to a physically separate drive within the system.

Note: Under normal circumstances, the system cannot use this backup routine to make the backup to a network drive, instead of a local drive. This limitation is caused by security rights maintained by SQL Server. This excludes network shared drives such as **P:** (where P is a network drive), or **\\computername\c_drive** (where c_drive is the shared name on a computer called computername).

Set to Multiple Backups

When the Global Settings for #5 and #6 use the following values, the backups would resemble the figure below.

BackOffice	SiteManager	Description	Value
143	5	Backup Drive Letter	F:\Backup\
162	6	Backup Naming	Multiple

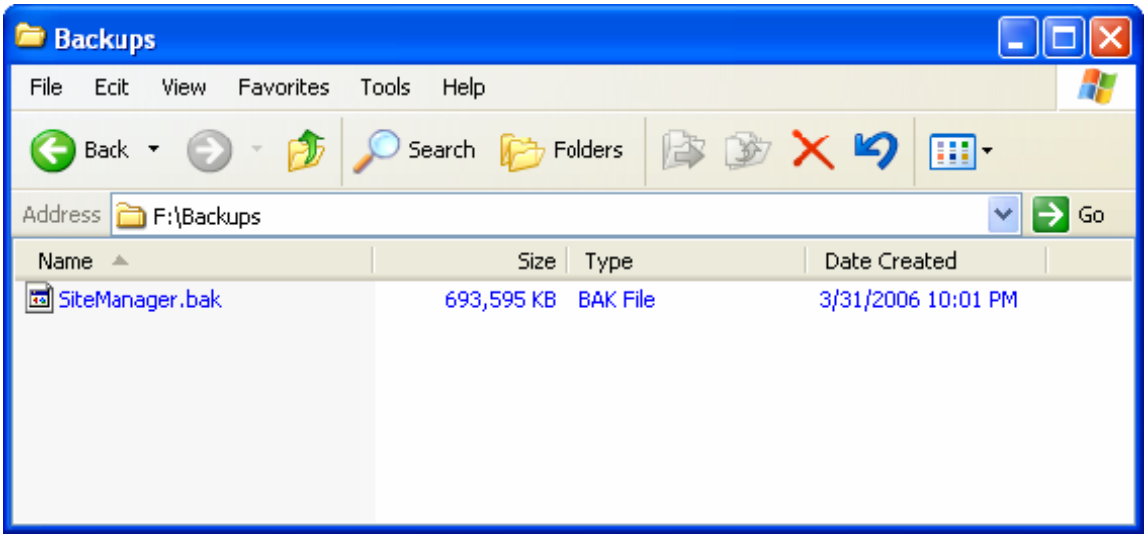

Backups
File Ecit View Favorites Tools Help
Back Search Folders
Address F:\Backups
Go
Name Size Type Date Created
SiteManagerFriday.bak 693,595 KB BAK File 3/31/2006 10:01 PM
SiteManagerMonday.bak 680,916 KB BAK File 3/27/2006 10:02 PM
SiteManagerThursday.bak 693,595 KB BAK File 3/30/2006 10:01 PM
SitemanagerTuesday.bak 691,262 KB BAK File 3/28/2006 10:02 PM
SiteManagerWednesday.bak 692,658 KB BAK File 3/29/2006 10:02 PM

Set to Single Backups

When the Global Settings for #5 and #6 use the following values, the backups would resemble the figure below.

BackOffice	SiteManager	Description	Value

143	5	Backup Drive Letter	**F:\Backup**
162	6	Backup Naming	**Single**



Auto Update

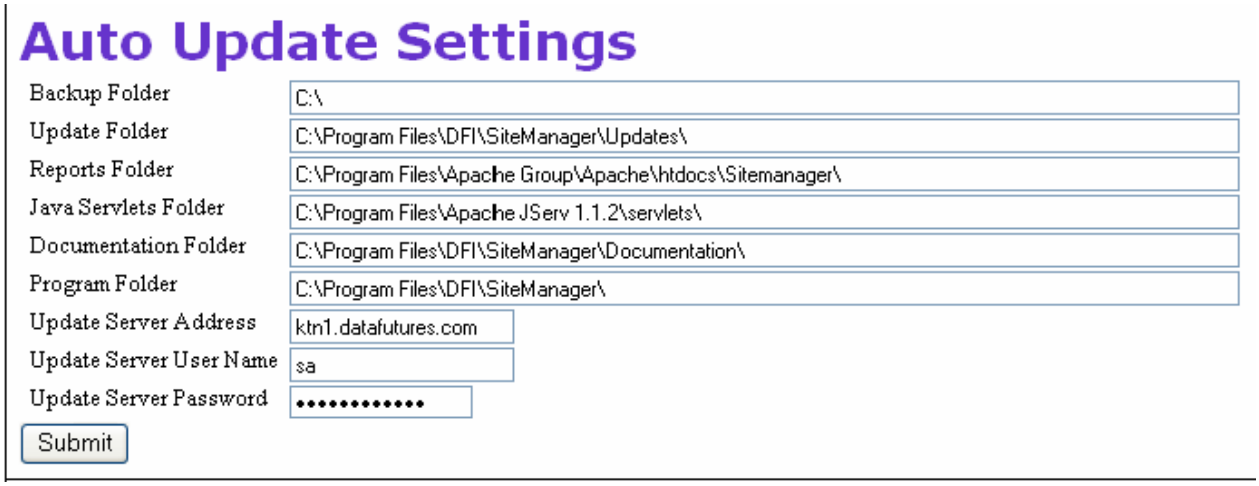
The Site Manager software now has the ability to check for, download, and apply software updates from an Update Server accessible through either the local network or the internet. This feature is utilized through the **Auto Update** menu selection under the **Settings** menu. Additional selections under the **Settings** menu have been added to view what updates have been applied and when they were applied (**Auto Updates Applied**), to view the result of when an update was checked for (**Auto Update Log**), and to set the folder locations and network locations necessary for the functioning of the Auto Update Feature.

Follow these steps to access the different options for Auto Updates.

1 Begin by logging on to Site Manager. The menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the **Auto Update Settings** to select it. The Auto Update Settings screen appears



Site Manager Auto Update Settings

4. The following settings should be filled in:

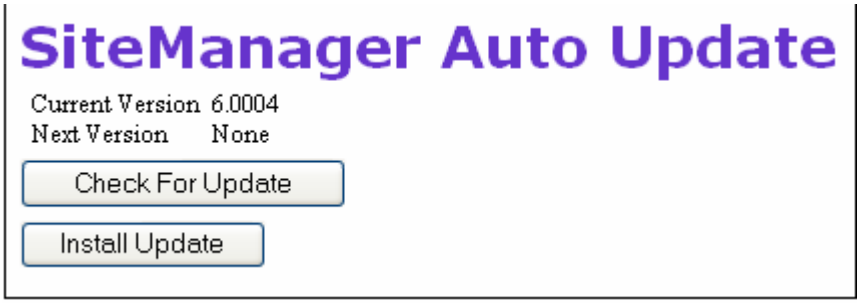
- Backup Folder - This should be set to a folder on the local computer where backup files will be created before any updates are applied.
- Update Folder - This should be set to a folder on the local computer where the update files can be copied before they are used.
- Reports Folder - This should be set to the folder where Site Manager report files are located.
- Java Servlets Folder - This should be set to the folder where Site Manager servlets are located.
- Documentation Folder - This should be set to the folder where Site Manager documentation files are located
- Program Folder - This should be set to the main Site Manager folder.
- Update Server Address - This should be set to the network location (either dns name or ip address) of the Update Server for the Site Manager. This will usually be the Site Manager server.
- Update Server User Name - This should be set to the SQL server user name for the SQL server on the Update Server.
- Update Server Password - This should be set to the SQL server password for the SQL server on the Update Server.

Follow these steps to check for and install Auto Updates manually.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

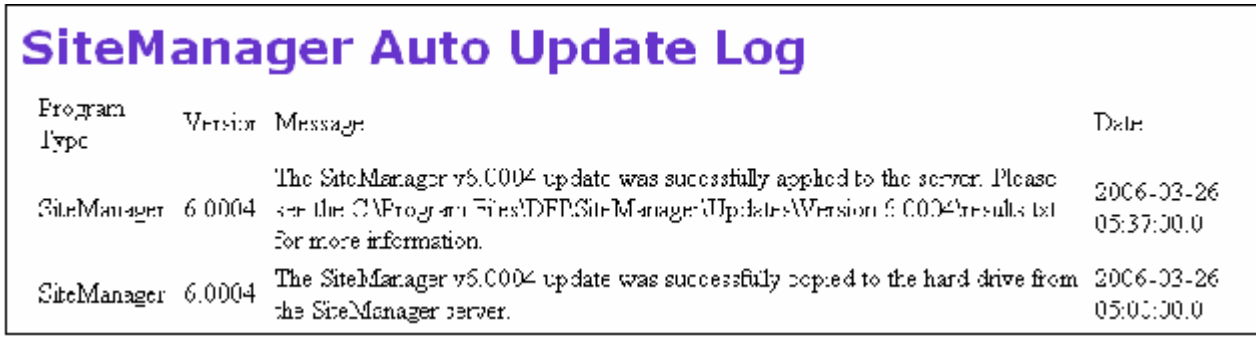
2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the **Auto Update** to select it. The Auto Update screen appears



Site Manager Auto Update

4 Click on Check For Update to communicate with the Update Server to check for available updates. The Auto Update Log screen will appear with information on whether an update was available and if it was copied to the local computer. This screen may also be accessed from the **Settings** menu by clicking the **Auto Update Log** selection.



Site Manager Auto Update Log

5 If updates are available, return to the BackOffice Auto Update screen and click on the Install Update button to apply the updates

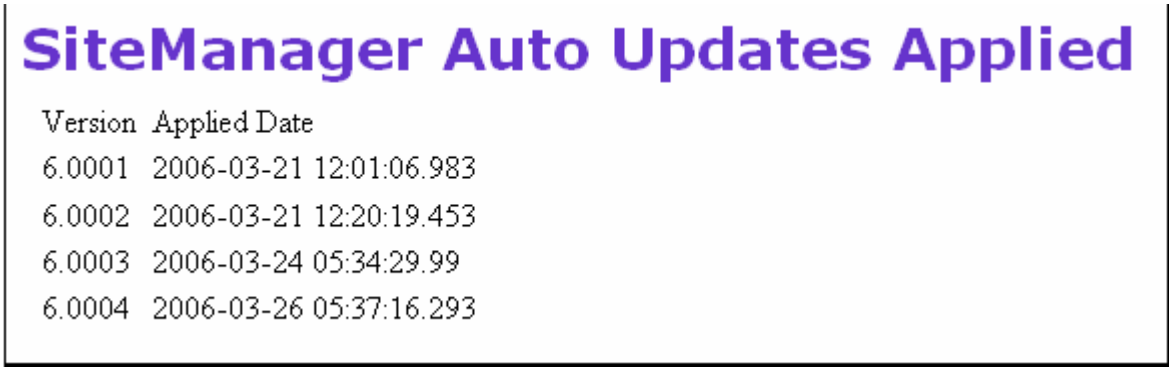
Note: This process will happen automatically every night through nightly communications.

Follow these steps to view the Auto Updates which have already been applied.

1 Begin by logging on to the POS Back Office. The Back Office menu lists the different headings.

2 Click on the **Settings** heading. The options available under the heading appear.

3 Click on the **Auto Updates Applied** to select it. The Auto Updates Applied screen appears.



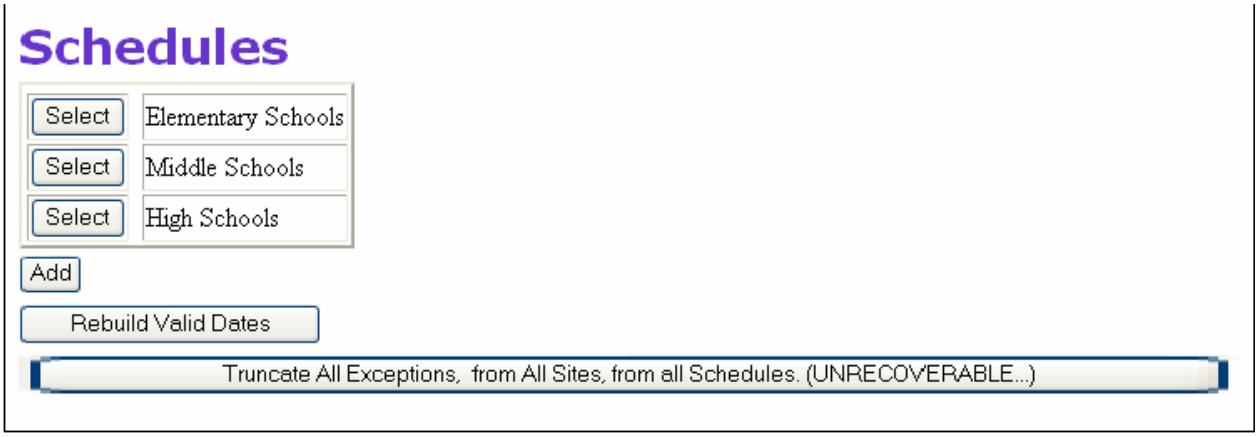
Site Manager Auto Update Log

Schedules

Complete the following steps to access and maintain schedules in the Settings options.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on **Schedules**. The **Schedules** screen appears.



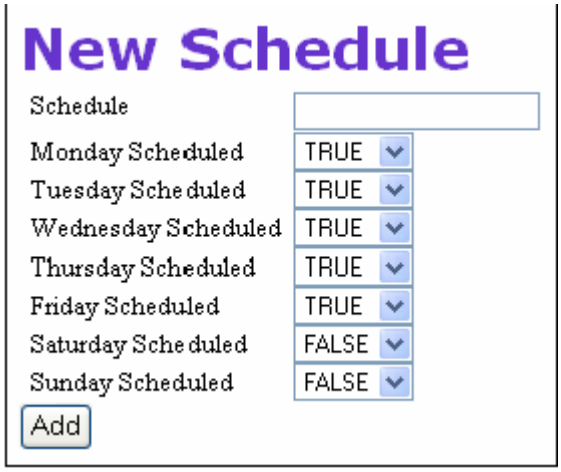
3 From this screen, the operator can:

- Add a new schedule. Refer to the heading **Add New Schedule and Schedule Exceptions** for more information.
- Edit an existing schedule. Refer to the heading **Edit Schedule** for more information.
- Click on the button **Rebuild Valid Dates**. Refer to the heading **Rebuild Valid Dates** for more information.
- Click on the button **Truncate All Exceptions, from All Sites, from All Schedules**. Refer to the heading **Truncate All Exceptions, from All Sites, from All Schedules** for more information.

Add Schedule and Schedule Exceptions

Complete the following steps to add a new schedule and exceptions for the schedule.

1 On the Schedules screen, click on the **Add** button. The following screen appears.



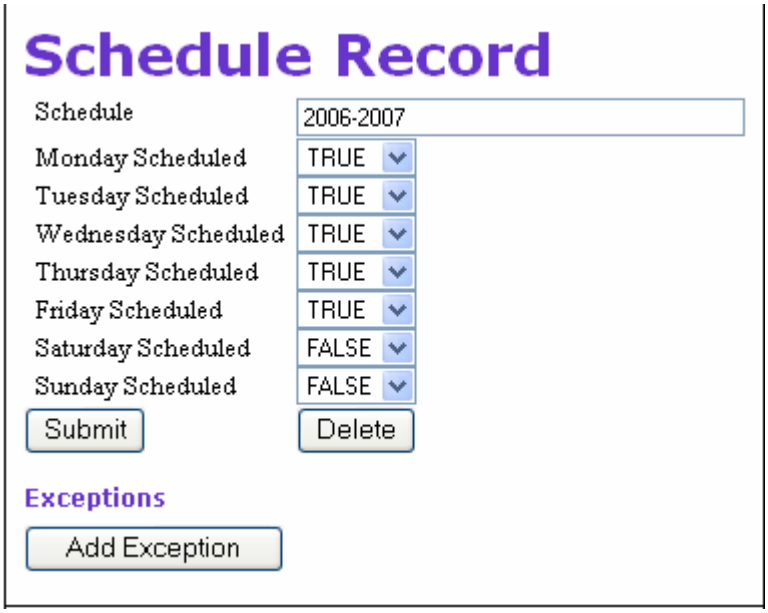
2 Complete the following fields.

- **Schedule**. Type a name for the schedule.
- Accept the default setting or click on the drop down box and select another setting in any of the day fields.
- **Monday Scheduled**.
- **Tuesday Scheduled**.
- **Wednesday Scheduled**.
- **Thursday Scheduled**.
- **Friday Scheduled**.
- **Saturday Scheduled**. In this example, the operator set this field to **False**.
- **Sunday Scheduled**. In this example, the operator set this field to **False**.

Note: When the setting is **TRUE** on any of the days, that day is included in the schedule.

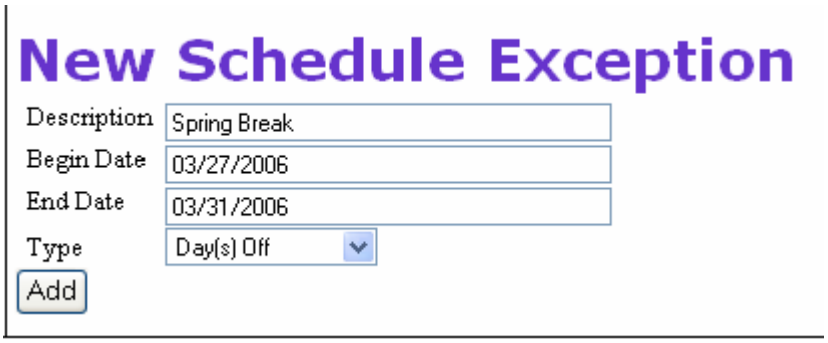
3 Click on the **Submit** button.

4 The Schedule Record screen appears again.



5 Click on the **Add Exceptions** button to add days that are not to be included in the schedule or additional days that were not part of the original schedule. Exceptions would be days that the site is not operating such as a holiday.

6 The following screen appears.

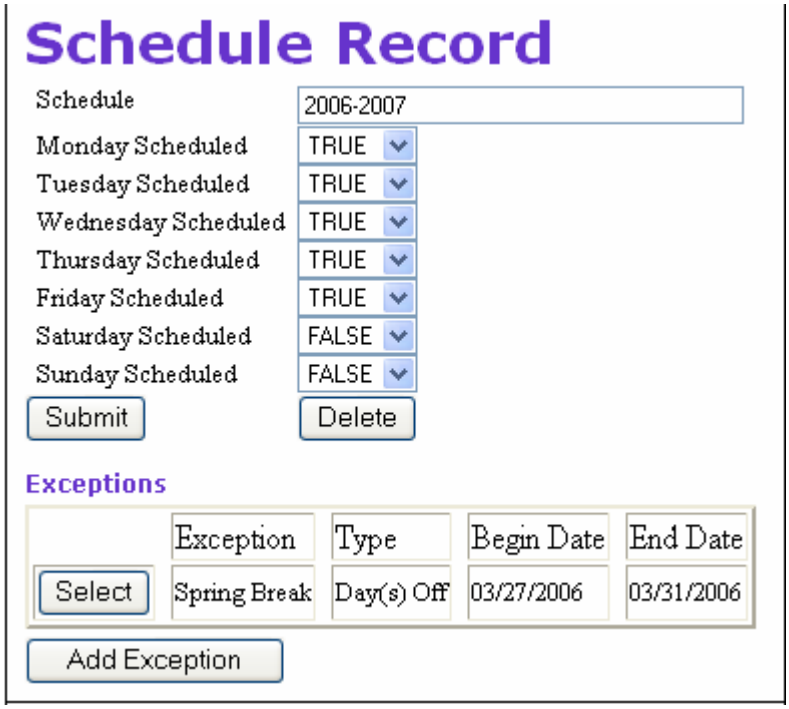


Setting up Spring Break holiday as an exception

7 Complete the following fields.

- **Description**. Type the description that will appear for the exception.
- **Begin Date**. Type the desired date to begin the exception. Use the format MM/DD/YYYY. (June 29, 2001 would be entered as 06/29/2001).
- **End Date**. Type the desired date to end the exception. When setting up a single day as the exception, use the same date for the Begin Date and the End Date. When setting up multiple days, use the first day of the exception as the Begin Date and use the last day as the End Date.
- **Type**. Accept the default setting or click on the drop down box and select the desired type of exception. The options are **Day Off** or **Additional Day**.

8 Click on the **Add** button. The screen displays again with the new exception listed under the Exceptions.



listing one exception

9 Continue to add exceptions until of the exceptions for the schedule have been set up.

10 Click on the **Submit** button to save the information for the record. The schedules screen appears again with the new schedule listed.

listing new schedule

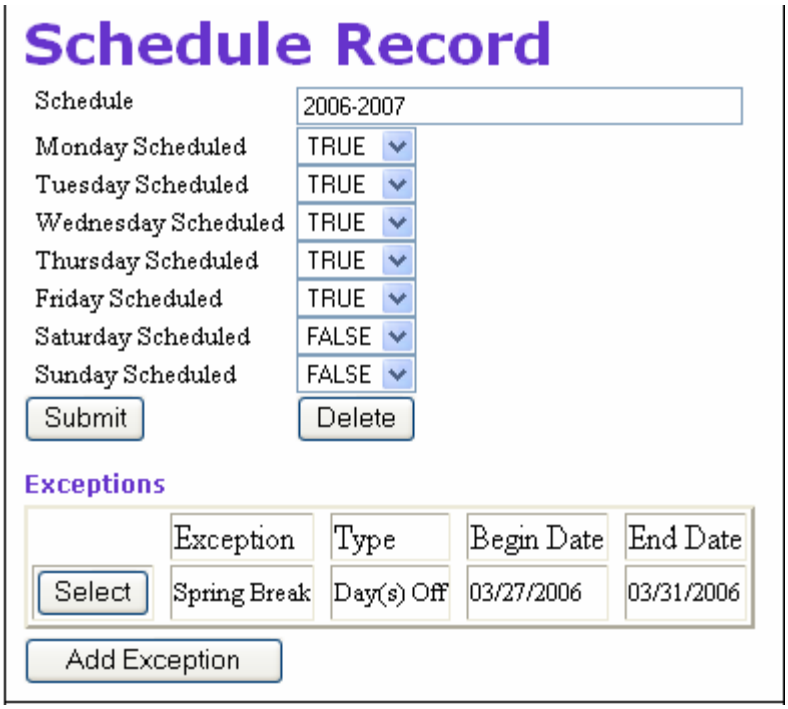
11 At this point, the operator can:

- Add another schedule.
- Edit a schedule.
- Access another SiteManager option. Click on the appropriate heading on the left side of the screen.

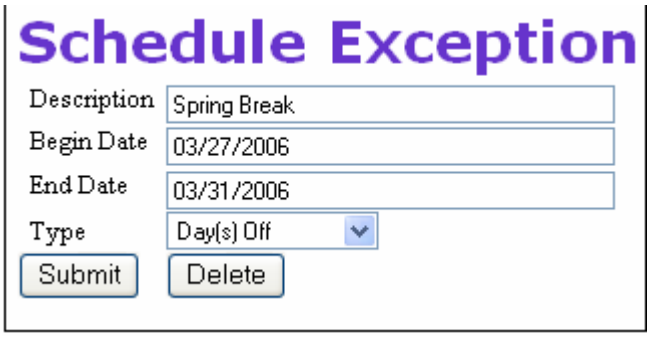
Edit Exception in Schedule

Complete the following steps to edit an exception in a schedule.

1 On the Schedule Record screen, locate the desired exception.



2 Click on the **Select** button. The following screen appears.



Setting up the Spring Break holiday as an exception

3 Edit the following fields.

- **Description**. Type the description that will appear for the exception.
- **Begin Date**. Type the desired date to begin the exception. Use the format MM/DD/YYYY. (June 29, 2001 would be entered as 06/29/2001).
- **End Date**. Type the desired date to end the exception. When setting up a single day as the exception, use the same date for the Begin Date and the End Date.
- **Type**. Accept the default setting or click on the drop down box and select the desired type of exception.

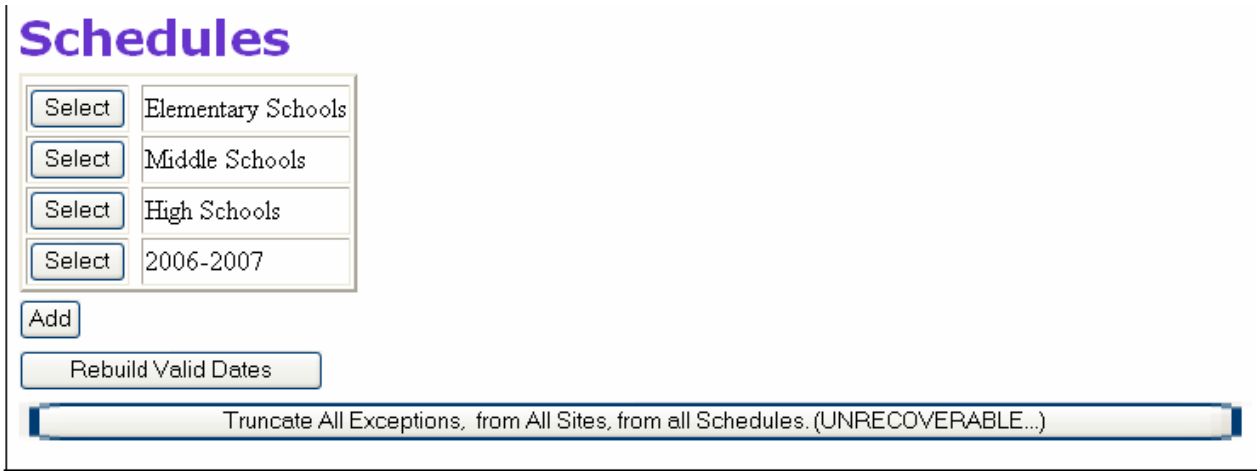
4 At this point, the operator can:

- Click on the **Submit** button. The data is saved.
- Click on the **Delete** button. The exception is deleted from the schedule.

Edit Schedule

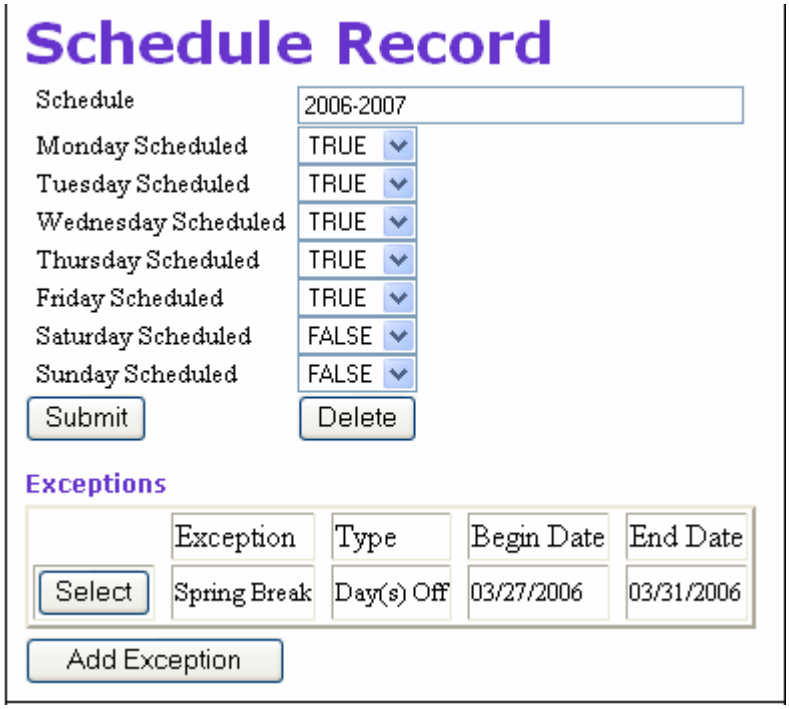
Complete the following steps to edit a schedule.

1 On the Schedules screen, locate the desired schedule.



2 Click on the **Select** button for the desired schedule.

3 The following screen appears. It lists the current settings for the schedule.

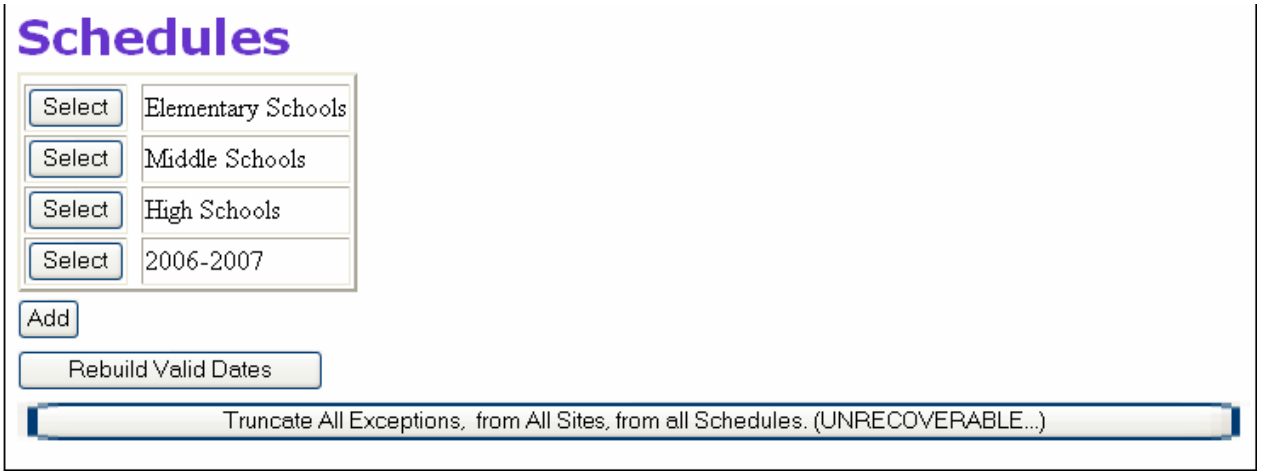


4 Edit the settings in any of the following fields.

- **Schedule**. Edit the name for the schedule.
- Accept the current setting or click on the drop down box and select another setting in any of the day fields.
- **Monday Scheduled**.
- **Tuesday Scheduled**.
- **Wednesday Scheduled**.
- **Thursday Scheduled**.
- **Friday Scheduled**.
- **Saturday Scheduled**. In this example, the operator changed this field to **False**.
- **Sunday Scheduled**. In this example, the operator changed this field to **False**.

Note: When the setting is **TRUE** on any of the days, that day is included in the schedule.

6 Click on the **Submit** button. The Schedule Record screen appears again.



7 At this point, the operator can:

- Add a new schedule.
- Edit any existing schedule.
- Access another SiteManager option. Click on the appropriate heading on the left side of the screen.

Product Categories

Complete the following to access and maintain Product Categories in the Settings options.

1 From the SiteManager Main Menu, click on **Settings**. The options available are listed underneath the heading.

2 Click on **Product Categories**. The Product Categories screen appears.

3 From this screen, the operator can:

- Add a new product category.
- Maintain existing product category records.

Add Product Category

Complete the following steps to add a new product category.

1 Access the Product Categories screen.

2 Click on the **Add Product Category** button. The following screen appears.

3 Complete the following fields.

- **Name**. Type the name for the product category.
- **Description**. Type the description for the product category.

4 Click on the **Add** button.

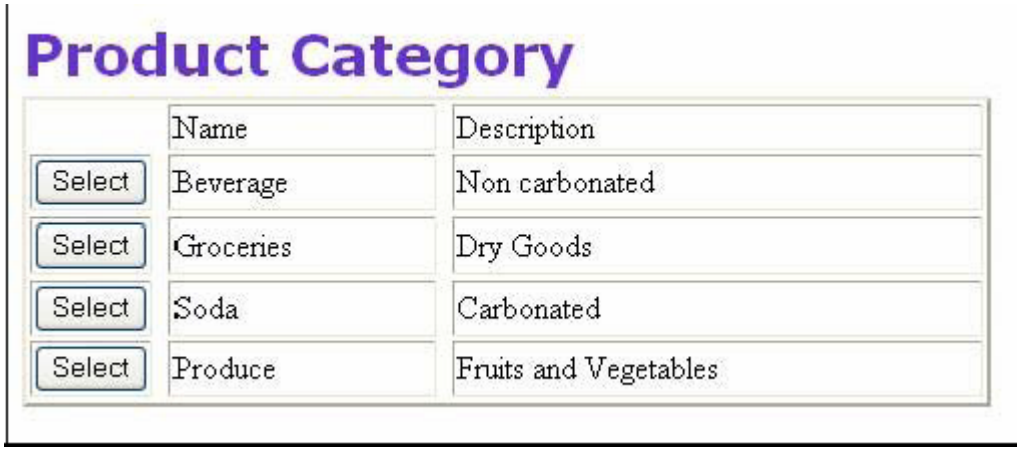
5 When complete, click on **Submit**. The Product Categories screen appears again with the new product category.

Maintain Product Categories

Complete the following steps to edit or delete a product category.

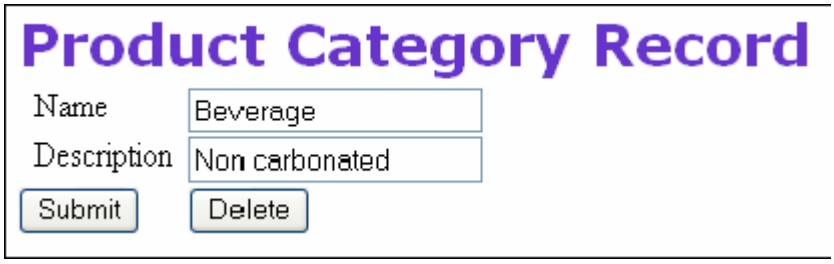
1 Access the Product Categories screen.

2 Click on the **Search** button. The following screen appears.



3 Locate the desired product category and click on the **Select** button.

4 The Product Category Record screen appears with the information on the selected record.



5 At this point, the user can:

- **Edit** the information in either field, Name or Description. Click on **Submit** when complete.
- **Delete** the product category record by clicking on the **Delete** button. The product category is removed from the system.

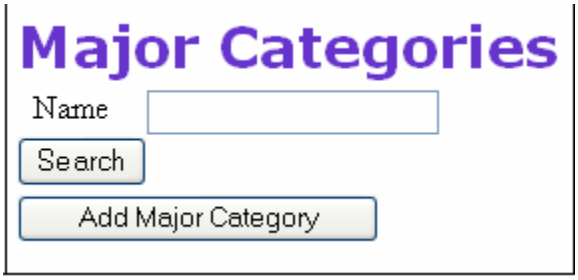
Major Categories

The Major Categories option allows the user to maintain the records that are used to group products by major category. ***Note:*** *All the necessary major categories may already be added Food and Non-Food, but more can be added if desired.*

Complete the following steps to add Major Categories:

1 From the SiteManager Main Menu, click on **Settings**.

2 Click on **Major Categories**. The Major Categories screen appears.



3 Click on the **Add Major Category** button. Then type in the Name of the major category and click on the **Add** button. Repeat these steps until all the desired Major Category Records are added.

Serving Periods

Appendix A: List of Global Settings

The following table lists all of the Global Settings. Do not make changes to the settings for any of these parameters without direction from STI Support Personnel.

ID	Description	Value
8003	(Import) Allow Importing of Alpha for POSID	False
8002	(Import) Data File path	c:\communication\import*.lb1
8001	(Import) Format File path	c:\communication\import
8000	(Import) Log File path	c:\communication\import
102	(State Report) Breakfast Import Key	Breakfast
101	(State Report) Lunch Import Key	Lunch
105	(State Report) Snack at Risk Import Key	Snacks2
104	(State Report) Snack Import Key	Snack
103	(State Report) Special Milk Import Key	
9038	Activate Synchronization Screen	True
6003	Apply Adverse Action to School Start Temp Apps	True
107	Auto Assign POSID When Participant Site Changes	True
9035	Automatic Household calculation	False
5	Backup Drive Letter	D:\Backup\
6	Backup Naming	Multiple
9099	BidExport.xls location	C:\
9034	Categorical Warning	True

9020	Days for Temporary Free Status	30
9040	Different Status for each Grade	False
115	Dist. Center – Create PO's for Backordered items	False
113	Dist. Center Shortage Display Rule 1 or 2	2
3	District Name Key	SchoolDistrictNameKey
9009	Email Address	Emailaddress
1	First Day of School	08-12-2002
7	First PO# to start with	129
9041	FR Active Setting (inact=0,act=1,blank=2)	1
9042	FR Application Auto Comment	False
6000	FR Fast App Update or Add	Update
9030	Free and Reduced License Key	SchoolFreeAndReducedLicenseKey
9004	Incoming Mail	School.mail@isp.com
117	Inventory – Default Delivery Date	Current Date
111	Inventory - Number of Cases Difference Allowed	0
114	Inventory - Process Warehouse Orders at Review	False
116	Inventory – Rounding for Total Valuation	4
112	Inventory - Supplier Dollar Tolerance Boundary	0.10
110	Inventory Decimals to Round Weighted Items	2
9031	Inventory Mgmt License Key	SchoolInventoryMgmtLicenseKey
109	Invoice View All Default Sort Order (SKU, Name)	Name
9039	Menu and Nutrition License Key	SchoolMenuNutritionLicenseKey
9033	Number of Days for Adverse Action	10
4	Number of Sites Key	NumberofSitesKey
9005	Outgoing Mail	Outgoing.Mail@isp.com
9000	ParentLogins	False
9002	ParentSecurityGroup	Parent
108	Partipant Search view all InActives	False
9007	Password	PASSWORD
9011	PayPal Handling	1.00
9012	PayPal Cancel Return	http://WEBADDRESS
9010	PayPal Return Page	http://WEBADDRESS
9023	Percentage of Income-Based	1.0
9022	Percentage to AFDC Verification	0.5
9021	Percentage to Randomly Verify	3.0
9037	Print one Form Letter per Application	True
106	Process Participant Site Changes Immediately	True
9018	Provider Name	School Name
9	Remove Dashes from SSN,District ID during Import	False
9050	Skip Inactive Participants on Import	False
9097	Total Ala carte	0
9096	Total Meals	1
9090	Total To Feed	100
9036	Update F&R address info in SM	False
9006	Username	USERNAME
9001	UserParticipantAddVerification	DistrictID

9070	Verification by Site	False
9019	Web Site Url	http://WEBADDRESS

Utilities

Overview

This menu option system maintenance within SiteManager are located under Utilities.

Access Utilities Menu

Complete the following steps to access the options under the **Utilities** heading from the SiteManager Main Menu.

1 Access the SiteManager Main Menu. Refer to **Chapter 1 Introduction and Main Menu** for more information.

2 From the SiteManager Main Menu click on the **Utilities** heading.

3 The list of options appears under the heading.

Utilities

- Job Maintenance
- Database Backup
- Hidden Global Settings
- Check/Fix Database

Appendix A: Standard Operations

Enter Date

Another method for changing the date allows the user to manually change any portion of the date. Each date is entered using the format MM/DD/YYYY.

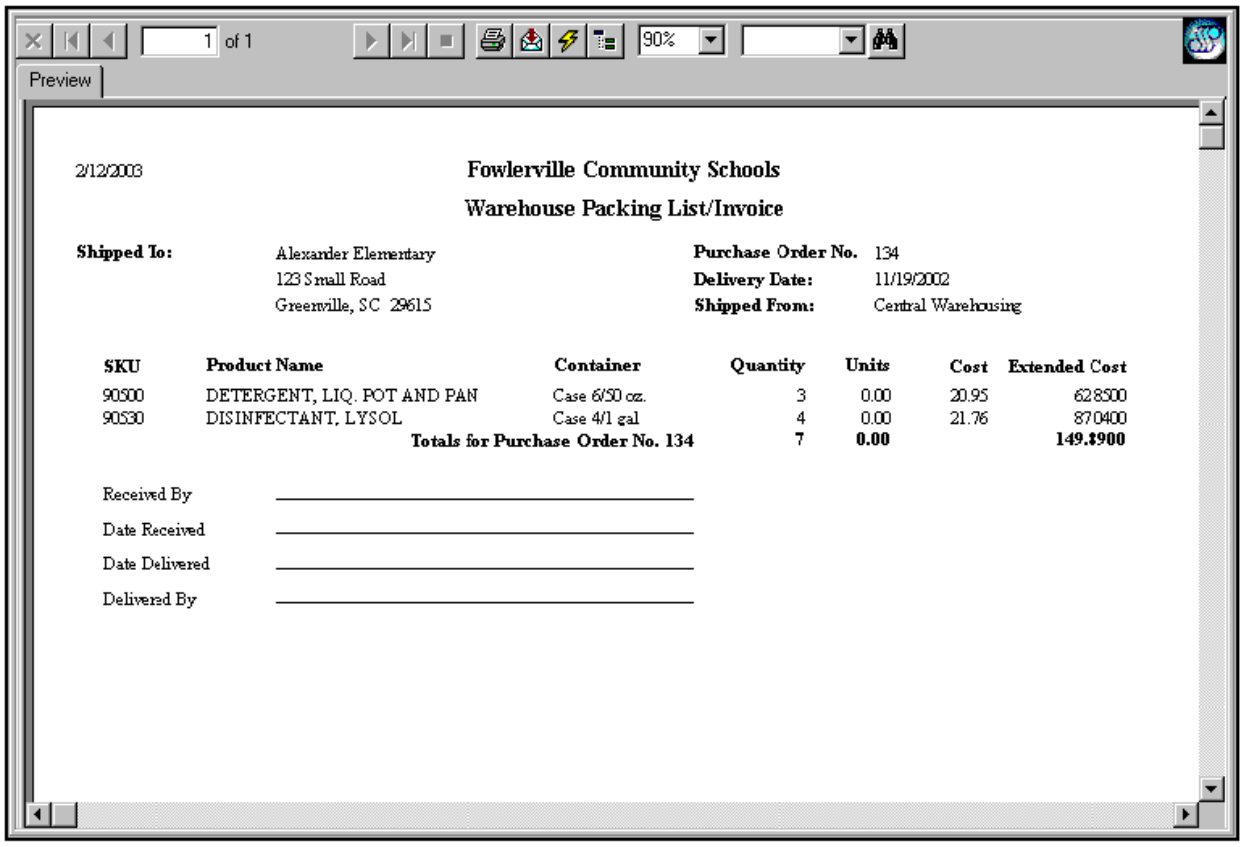
Complete the following steps to enter a date.

1 Click in the date field.

2 Change the date to the desired date.

Print Preview

Many features in SiteManager provide a Print Preview feature. After the report criteria have been selected and the user clicks on the **Submit** button, the system generates the report and displays it on a Print Preview Screen.



There are many icons across the top of the screen. Refer to the table on the next page for a description of each of these icons.

The icons and buttons across the top of the print preview screen allow the user to perform the following functions:

Icon or Button	Function
	On a multiple page report, this button will move the display to the first page of the report.
	On a multiple page report, this button will move the display to the previous page of the report.
1 of 1	Information Only. This cell indicates which page is displayed and the total number of pages in a report. This is page 1 of a one-page report.
	On a multiple page report, this button will move the display to the next page of the report.
	On a multiple page report, this button will move the display to the last page of the report.

	This icon will stop the generation of the report. If the system is generating a long report and the user can see from the first page that the report is not correct, etc., click on this button once to halt the generation of the report. If the report is complete, the icon will display gray.
	This icon sends the report to the printer. The Print Window will appear.
	This icon allows the user to export the report to a different media.
	This icon allows the user to magnify the report or to shrink the report on the display. This magnifies sections of the report or allows the user to view the entire report. Clicking on the icon will cycle through the different sizes of the report. The user can use the scroll bars to move around the report when it is magnified.

The user exits this screen without printing by clicking on the **CLOSE** button [X] or by choosing **EXIT** under the **FILE** menu.

Appendix B: Site Manager Reports

This appendix explains what information each Site Manager report presents and where the information comes from. The following reports are covered:

Cash Reconciliation
Daily Record
Potential Overclaim
Standard Claim

Cash Reconciliation Report Guide

Datafutures School District

Cash Reconciliation Report

02/02/2006

Single Site (POS Site 053)

Breakfast

Students Reduced	0.75	Total Number Free	5
Students Regular	2.00	Total Number Reduced	5
Cash For Non-Reim Meals	3.49	Total Number Regular Paid	7
Student Charges Collected	11.00	Total Participation	17
Adult Charges Collected	1.14		
Adult A La Carte Income	4.06	Total Non-Reimbursable	8
Student A La Carte Income	9.10	Total A La Carte	60
Other Income	0.00		
Misc. Sale Income	0.00		
Student Prepayments	4.80	Taxable Total	14.85
Non-Student Prepayments	0.00	Total Tax Collected	1.18
System Subtotal	36.34		
Declared Income	36.34	Actual Deposit (Cafeteria Entered)	36.34
Difference (Over/Short)	0.00	Actual Difference	0.00

Lunch

Students Reduced	0.00	Total Number Free	12
Students Regular	61.25	Total Number Reduced	1
Cash For Non-Reim Meals	17.28	Total Number Regular Paid	48
Student Charges Collected	0.00	Total Participation	61
Adult Charges Collected	0.00		
Adult A La Carte Income	0.00	Total Non-Reimbursable	14
Student A La Carte Income	2.25	Total A La Carte	6
Other Income	0.00		
Misc. Sale Income	0.00		
Student Prepayments	13.25	Taxable Total	16.00
Non-Student Prepayments	0.00	Total Tax Collected	1.25
System Subtotal	94.03		
Declared Income	93.97	Actual Deposit (Cafeteria Entered)	93.97
Difference (Over/Short)	-0.06	Actual Difference	-0.06

Systems Total	**130.37**	**Actual Deposit**	**130.31**
Total Declared Income	**130.31**		
Total Difference	**-0.06**	**Actual Difference**	**-0.06**

Comments

2/2/2006 1

This section explains the calculations behind the fields on the Cash Reconciliation Report in SiteManager 6.0.

Students Reduced – The total dollar amount spent on reduced reimbursable meals during the serving period for the date range.

Students Regular – The total dollar amount spent on full-paid reimbursable meals during the serving period for the date range.

Cash For Non-Reim Meals – The total dollar amount spent on non-reimbursable meals during the serving period for the date range.

Student Charges Collected – The total dollar amount collected on account charges from students during the serving period for the date range.

Adult Charges Collected – The total dollar amount collected on account charges from non-students during the serving period for the date range.

Adult A La Carte Income – The total dollar amount spent on a la carte items by non-students during the serving period for the date range.

Student A La Carte Income – The total dollar amount spent on a la carte items by students during the serving period for the date range.

Other Income – The total dollar amount of all sales during the serving period for the date range that is not counted in the following totals: Student Reduced, Student Regular, Cash For Non-Reim Meals, Student Charges Collected, Adult Charges Collected, Adult A La Carte Income, Student A La Carte Income.

Misc. Sale Income – The total dollar amount of miscellaneous sales for the serving period during the date range.

Student Prepayments – The total dollar amount deposited into student accounts during the serving period for the date range.

Non-Student Prepayments – The total dollar amount deposited into non-student accounts during the serving period for the date range.

System Subtotal – The total dollar amount that should have been taken in during the serving period for the date range. The calculation for this field is Students Reduced + Students Regular + Cash For Non-Reim Meals + Student Charges Collected + Adult Charges Collected + Adult A La Carte Income + Student A La Carte Income + Other Income + Misc. Sale Income + Student Prepayments + Non-Student Prepayments.

Declared Income – The total dollar amount declared taken in during the serving period for the date range. This number was entered by the user during the End of Day process at BackOffice. However, this number could have been modified in SiteManager using the POS Data Management – POS Data Detail Level – Count and Cash Reconciliation feature.

Difference (Over/Short) – The total dollar amount over or short that the total dollar amount declared taken in is during the serving period for the date range. The calculation for this field is Declared Income – System Subtotal.

Total Number Free – The total number of free reimbursable meals sold during the serving period for the date range.

Total Number Reduced – The total number of reduced reimbursable meals sold during the serving period for the date range.

Total Number Regular Paid – The total number of full-paid reimbursable meals sold during the serving period for the date range.

Total Participation – The total number of reimbursable meals sold during the serving period for the date range. The calculation for this field is Total Number Free + Total Number Reduced + Total Number Regular Paid.

Total Non-Reimbursable – The total number of non-reimbursable meals sold during the serving period for the date range. This calculation includes extra meals purchased by reimbursable students.

Total A La Carte – The total number of a la carte items sold during the serving period for the date range.

Taxable Total – The total dollar amount of sales that was eligible to be taxed during the serving period for the date range.

Total Tax Collected – The total dollar amount spent on Tax during the serving period for the date range.

Actual Deposit (Cafeteria Entered) – The total dollar amount taken in during the serving period for the date range. This number was entered by the user during the End of Day process at BackOffice.

Actual Difference – The total dollar amount over or short that the total dollar amount declared taken in is during the serving period for the date range. The calculation for this field is Actual Deposit (Cafeteria Entered) – System Subtotal.

Potential Overclaim Report Guide

Datafutures School District
Potential Overclaim Report (All Records)
08/01/2004 through 08/31/2004

	Free				Reduced				Full			
	Eligible	Attendance Factor	Estimate	Total	Eligible	Attendance Factor	Estimate	Total	Eligible	Attendance Factor	Estimate	Total
Single Site (POS Site 053)												
08/25/2004												
Breakfast	112	100.00	112.00	1	45	100.00	45.00	0	397	100.00	397.00	3
Lunch	112	100.00	112.00	45	45	100.00	45.00	15	397	100.00	397.00	70
08/26/2004												
Breakfast	113	100.00	113.00	1	46	100.00	46.00	2	401	100.00	401.00	3
Lunch	113	100.00	113.00	55	46	100.00	46.00	21	401	100.00	401.00	79
08/27/2004												
Breakfast	113	100.00	113.00	5	47	100.00	47.00	0	406	100.00	406.00	8
Lunch	113	100.00	113.00	53	47	100.00	47.00	25	406	100.00	406.00	102
08/30/2004												
Breakfast	112	100.00	112.00	3	47	100.00	47.00	0	405	100.00	405.00	8
Lunch	112	100.00	112.00	59	47	100.00	47.00	24	405	100.00	405.00	86
08/31/2004												
Breakfast	113	100.00	113.00	6	47	100.00	47.00	2	404	100.00	404.00	6
Lunch	113	100.00	113.00	62	47	100.00	47.00	26	404	100.00	404.00	89
Totals				**290**				**115**				**454**

This section explains the calculations behind the fields on the Potential Overclaim Report in SiteManager 6.0.

Free Eligible – The total number of students that were eligible for a free reimbursable meal during the serving period for the date range.

Free Attendance Factor – The percentage of student attendance during the serving period for the date range.

Free Estimate – The total number of estimated students that could have received a free reimbursable meal based on the attendance factor during the serving period for the date range. The calculation for this field is (Free Eligible * Free Attendance Factor) / 100 %.

Free Total – The total number of free reimbursable meals sold during the serving period for the date range. An '*' will be placed next to Free Total if it is greater than Free Estimate.

Reduced Eligible – The total number of students that were eligible for a reduced reimbursable meal during the serving period for the date range.

Reduced Attendance Factor – The percentage of student attendance during the serving period for the date range.

Reduced Estimate – The total number of estimated students that could have received a reduced reimbursable meal based on the attendance factor during the serving period for the date range. The calculation for this field is (Reduced Eligible * Reduced Attendance Factor) / 100 %.

Reduced Total – The total number of reduced reimbursable meals sold during the serving period for the date range. An '*' will be placed next to Reduced Total if it is greater than Reduced Estimate.

Full Eligible – The total number of students that were eligible for a full-paid reimbursable meal during the serving period for the date range.

Full Attendance Factor – The percentage of student attendance during the serving period for the date range.

Full Estimate – The total number of estimated students that could have received a full-paid reimbursable meal based on the attendance factor during the serving period for the date range. The calculation for this field is (Full Eligible * Full Attendance Factor) / 100 %.

Full Total – The total number of full-paid reimbursable meals sold during the serving period for the date range. An '*' will be placed next to Full Total if it is greater than Full Estimate.

Reimbursement Due Report Guide

Datafutures School District

Reimbursement Due Report
11/01/2004 through 11/30/2004

Report for: Group (ALL)

Breakfast

	Meal Count	Rate	Amount
Non-Severe			
Free	6,529	1.37	8,915.98
Full	9,594	0.37	3,507.56
PS free	146	0.01	0.00
PS FULL	0	0.00	0.00
PS reduced	2	0.01	0.00
Reduced	1,244	1.07	1,325.55
Student Worker Free	0	0.01	0.00
Student Worker Paid	0	0.00	0.00
Ten	0	0.00	0.00
Total	**17,515**		**13,749.09**
Severe			
Free	7,848	1.61	12,600.76
Full	695	0.36	253.15
Reduced	960	1.31	1,253.34
Total	**9,503**		**14,107.25**
Total	**27,018**		**27,856.34**

Lunch

	Meal Count	Rate	Amount
Non Severe			
Free	27,317	2.38	64,894.26
Free	32,108	2.38	76,275.84
Full	8,420	0.21	1,768.20
Full	162,414	0.21	34,106.94
PS free	5,301	0.00	0.00
PS FULL	791	0.00	0.00
PS reduced	2,075	0.00	0.00
Reduced	6,286	1.98	12,418.60
Reduced	12,873	1.98	25,431.97
Student Worker Free	17	0.00	0.00
Student Worker Paid	171	0.00	0.00
Ten	1	0.00	0.00
Total	**257,774**		**214,895.81**
Total	**257,774**		**214,895.81**
Total	**284,792**		**242,752.15**

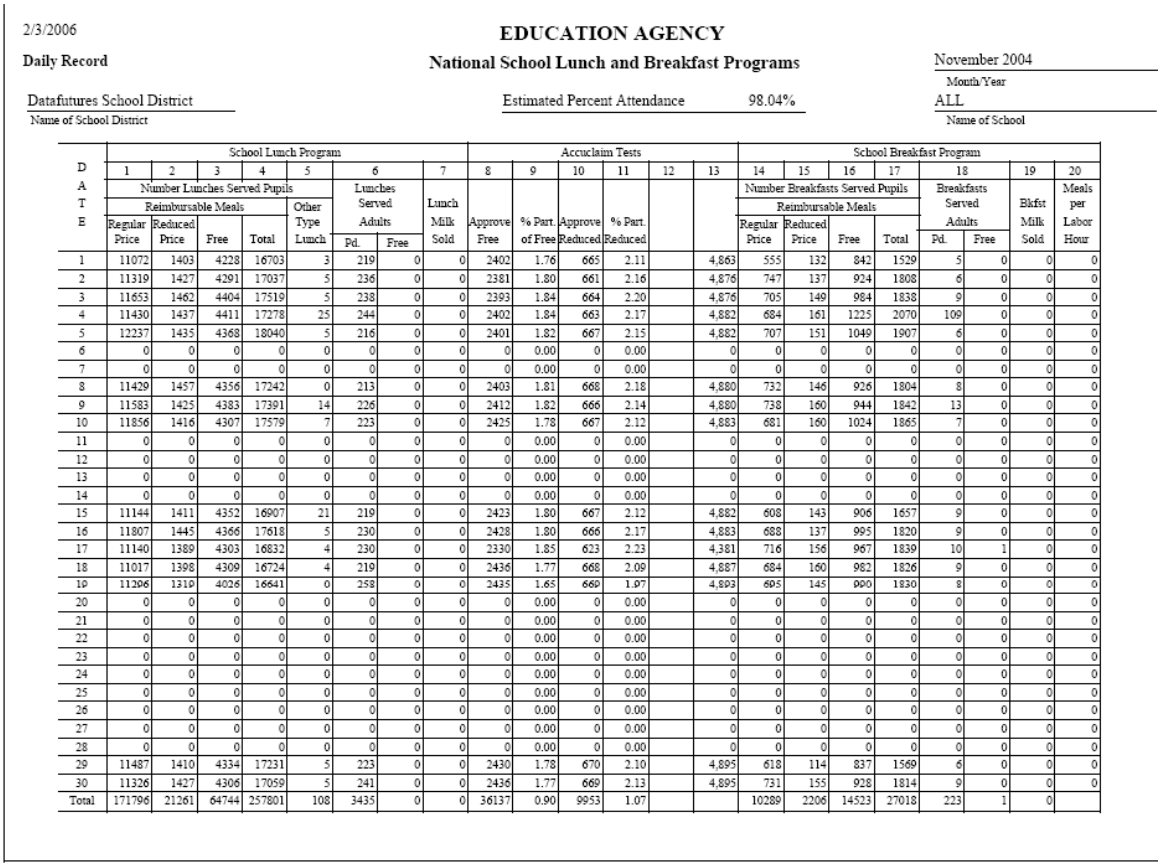
This section explains the calculations behind the fields on the Reimbursement Due Report in SiteManager 6.0.

Meal Count – The total number of reimbursable meals sold to the participant category during the serving period for the date range.

Rate – The total dollar amount owed to the district for each reimbursable meal for the participant category during the serving period for the date range.

Amount – The total dollar amount owed to the district for reimbursable meals for the participant category during the serving period for the date range. The calculation for this field is Meal Count * Rate.

Standard Claim Report Guide



2/3/2006

EDUCATION AGENCY

Daily Record — **National School Lunch and Breakfast Programs** — November 2004 (Month/Year)

Datafutures School District (Name of School District) — Estimated Percent Attendance 98.04% — ALL (Name of School)

DATE	School Lunch Program								Accuclaim Tests						School Breakfast Program							
	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18		19	20
	Number Lunches Served Pupils					Lunches Served Adults									Number Breakfasts Served Pupils				Breakfasts Served Adults			
	Reimbursable Meals				Other Type										Reimbursable Meals							
	Regular Price	Reduced Price	Free	Total	Lunch	Pd.	Free	Lunch Milk Sold	Approve Free	% Part. of Free	Approve Reduced	% Part. Reduced			Regular Price	Reduced Price	Free	Total	Pd.	Free	Bkfst Milk Sold	Meals per Labor Hour
1	11072	1403	4228	16703	3	219	0	0	2402	1.76	665	2.11		4,863	555	132	842	1529	5	0	0	0
2	11319	1427	4291	17037	5	236	0	0	2381	1.80	661	2.16		4,876	747	137	924	1808	6	0	0	0
3	11653	1462	4404	17519	5	238	0	0	2393	1.84	664	2.20		4,876	705	149	984	1838	9	0	0	0
4	11430	1437	4411	17278	25	244	0	0	2402	1.84	663	2.17		4,882	684	161	1225	2070	109	0	0	0
5	12237	1435	4368	18040	5	216	0	0	2401	1.82	667	2.15		4,882	707	151	1049	1907	6	0	0	0
6	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
8	11429	1457	4356	17242	0	213	0	0	2403	1.81	668	2.18		4,880	732	146	926	1804	8	0	0	0
9	11583	1425	4383	17391	14	226	0	0	2412	1.82	666	2.14		4,880	738	160	944	1842	13	0	0	0
10	11856	1416	4307	17579	7	223	0	0	2425	1.78	667	2.12		4,883	681	160	1024	1865	7	0	0	0
11	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
15	11144	1411	4352	16907	21	219	0	0	2423	1.80	667	2.12		4,882	608	143	906	1657	9	0	0	0
16	11807	1445	4366	17618	5	230	0	0	2428	1.80	666	2.17		4,883	688	137	995	1820	9	0	0	0
17	11140	1389	4303	16832	4	230	0	0	2330	1.85	623	2.23		4,381	716	156	967	1839	10	1	0	0
18	11017	1398	4309	16724	4	219	0	0	2436	1.77	668	2.09		4,887	684	160	982	1826	9	0	0	0
19	11296	1319	4026	16641	0	258	0	0	2435	1.65	669	1.97		4,893	695	145	990	1830	8	0	0	0
20	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0.00	0	0.00		0	0	0	0	0	0	0	0	0
29	11487	1410	4334	17231	5	223	0	0	2430	1.78	670	2.10		4,895	618	114	837	1569	6	0	0	0
30	11326	1427	4306	17059	5	241	0	0	2436	1.77	669	2.13		4,895	731	155	928	1814	9	0	0	0
Total	171796	21261	64744	257801	108	3435	0	0	36137	0.90	9953	1.07			10289	2206	14523	27018	223	1	0	

This section explains the calculations behind the fields on the Standard Claim Report in SiteManager 6.0.

1 – Number Lunches Served Pupils Reimbursable Meals Regular Price – The total number of full-paid reimbursable meals sold during lunch for the date range.

2 – Number Lunches Served Pupils Reimbursable Meals Reduced Price – The total number of reduced reimbursable meals sold during lunch for the date range.

3 – Number Lunches Served Pupils Reimbursable Meals Free – The total number of free reimbursable meals sold during lunch for the date range.

4 – Number Lunches Served Pupils Reimbursable Meals Total – The total number of reimbursable meals sold during lunch for the date range.

5 – Number Lunches Served Pupils Other Type Lunch – The total number of extra meals sold to students during lunch for the date range.

6 – Lunches Served Adults Pd. – The total number of non-reimbursable meals sold to adults during lunch for the date range.

7 – Lunches Served Adults Free – The total number of non-reimbursable meals given to adults during lunch for the date range.

8 – Accuclaim Tests Approve Free – The total number of students eligible for a free reimbursable meal for the date range.

9 – Accuclaim Tests % Part. Of Free – The percentage of free meals sold to students versus the number of eligible free students. The calculation for this field is (3 – Number Lunches Served Pupils Reimbursable Meals Free) / (8 – Accuclaim tests Approve Free).

10 – Accuclaim Tests Approve Reduced – The total number of students eligible for a reduced reimbursable meal for the date range.

11 – Accuclaim Tests Approve % Part. Reduced – The percentage of reduced meals sold to students versus the number of eligible reduced students. The calculation for this field is (2 – Number Lunches Served Pupils Reimbursable Meals Reduced Price) / (10 – Accuclaim tests Approve Reduced).

12 – (Blank) – This is a blank column with no data.

13 – (Blank) – The calculation for this field is Total Attendance (not shown on this report) / 100.

14 – Number Breakfast Served Pupils Reimbursable Meals Regular Price - The total number of full-paid reimbursable meals sold during breakfast for the date range.

15 - Number Breakfast Served Pupils Reimbursable Meals Reduced Price – The total number of reduced reimbursable meals sold during breakfast for the date range.

16 - Number Breakfast Served Pupils Reimbursable Meals Free - The total number of free reimbursable meals sold during breakfast for the date range.

17 - Number Breakfast Served Pupils Reimbursable Meals Total – The total number of reimbursable meals sold during breakfast for the date range.

18 (a) – Breakfasts Served Adults Pd. – The total number of non-reimbursable meals sold to adults during breakfast for the date range.

18 (b) – Breakfasts Served Adults Free – The total number of non-reimbursable meals given to adults during breakfast for the date range.

19 – Bkfst Milk Sold – The number of reimbursable milks sold during breakfast for the date range.

20 – Meals per Labor Hour – The total number of meals served per hour for the date range.

The settings listed in the table above are examples only. The actual settings on the system may be different.

WARNING: No changes should be made to any of the Global Settings without direction from STI Support Personnel. Unauthorized changes can cause the system to not function properly and cause the loss of data.

Index

A

Access Communications 115
Access Free and Reduced Menu 72
Access Inventory Management Menu 100
Access POS Data Management Menu 3
Access Site Manager 1
Access Utilities Menu 227
Aggregate Options in Reports 70
Alabama Cash Report 15
Alabama State Claim Report 13
Appendix A
  Standard Operations 228
Appendix B
  Site Manager Reports 231
Applications 72

C

California State Claim Report 17
Cash Reconciliation Report 5
Claim Reports 11
Communication on Single System 114
Communications 114

D

Daily Record Report 10

E

End of Year 84
Enter Date 228
Export Execute 116
Export Settings 118

F

Florida State Claim Report 19
Form Letters Maintenance 85
Free and Reduced 72

G

General Maintenance 143

I

Import Execute 121
Import/Export Communications 114
Income Eligibility Guidelines 83
Indiana State Report 20
Introduction and Main Menu 1
Inventory By Site Report 107
Inventory Maintenance 100
Inventory Management 100
Inventory Summary Report 111
Inventory Valuation Report 109
Inventory Worksheet Report 106

K

Kansas State Report 23
Kentucky State Report 22

L

Louisiana SFS-7 Report 26
Louisiana SFS-7A Report 27
Louisiana SFS-8A Report 28
Louisiana SFS-8B Report 31
Louisiana SFS-8C Report 32
Louisiana State Claim Report 25

M

Main Menu 2
Massachusetts State Claim Detail Report 37
Massachusetts State Claim Milk Report 35
Massachusetts State Claim Report 33
Michigan State Report 38
Mississippi Online Claim Report 42
Mississippi State Claim Report 39
Missouri State Claim Report 43

O

Ohio CN6 Cash Report 47
Ohio CN6 Count Report 46
Ohio CN7 Cash Report 48
Ohio CN7 Count Report 49
Oklahoma Edit Check Report 53
Oklahoma Low Income Report 54
Oklahoma State Claim Report 51
Oregon State Claim Report 55
Overview 1, 3, 72, 100, 114, 200, 227

P

Pennsylvania State Claim Report 57
Physical Count 101
POS Data Management 3
Potential Over-Claim Report 8
Print Preview Features 68
Print Preview without Expanded Group Tree 69
Product Report 104

R

Reimbursement Due Report 6
Reports 91, 104

S

Sample Delimited File 115
Sample Files 115
Sample Fixed Width File 115
Select Existing Export Specification 120
Settings 200
SFS7A Maint and SFS8B Maint 4
SiteCode 115
South Dakota State Breakfast Claim 64
South Dakota State Child and Adult Claim 59
South Dakota State Lunch Claim 62
Standard Claim Report 11
Status Translation 89

T

Tennessee State Claim Report 66

U

Utilities 227

Spring 2008

STILunch - POS Terminal

User Manual

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

The contents of this document are the property of STI. This information is intended for users of the STI suite of products only. Reproduction or redistribution of these materials to anyone other than STI customers or users of STI Software is prohibited without prior written consent from STI.

The STILunch Version 7.0 software is a suite of software applications, which includes the STI Lunch BackOffice, STI Lunch SiteManager, and STI Lunch POS Touch Screen applications.

STI, STILunch, STILunch CentralOffice, STILunch BackOffice, and STILunch POS Touch Screen are trademarks of STI.

© 2001-2008 Software Technology, Inc. All rights reserved.

Microsoft, Windows, Word and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the United States and other countries.

Other product and company names herein may be the trademarks or registered trademarks of their respective owners.™

Software Technology, Inc.
USA Technology and Research Park
307 University Boulevard North
Bldg. IV, Suite 400
Mobile, AL 36688
(800) 844-0884

This document was last modified on April 9, 2008. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

Contents

Introduction 1

Overview 1
New Features/Functions in STILunch v7.0 1

Touch Screen Basics 3

Conventions 3
Overview 3
Login/Shutdown Screen 3
Enter Starting Cash Screen 4
Transaction Screen 5
Student Lookup Screen 5
Cashier Reconciliation Screen 6
Check Reconciliation Screen 7
Check Reconciliation Edit Screen 7
Training Mode 8

Begin Serving Period 9

Overview 9
- Log In To System 9
- Enter Starting Cash 10

Processing Meals 11
- Transaction Screen 11
- Enter Customer Information 12
- Use Meal Button 15
- Use Adult Button 16
- Ring Sales 17
- Meals 17
- Using Menu Window 18
- Ringing A La Carte Items 18
- Enter Data on Data Entry Line 19
- Enter Participant ID Prompt 19
- Select Products Prompt 19
- Enter Special Price Prompt 19
- Select Products Or Tender Prompt 20
- Select Cash Prompt 20
- Using Transaction Screen Keypad 20

Collect Payment 20
- Cash Payment 21
- Check Payment 22
- Account Payment 22
- Charge to Account 22

Make Account Deposits 23
Other Tasks 23

Closing Out 25

Overview 25
Log Off 25
Reconcile Cash and Checks 26
Use Breakfast Cash as Lunch Starting Cash 30

Shut Down 31

Overview 31

Appendix A: Screen Descriptions 32

Login/Shutdown Screen 32
Cashier 32
Password 33
Serving Period 33
Login Keypad 33
Clear Password 34
Escape 34
Login 34
Shutdown 34
BackDate 35
Enter Starting Cash Screen 35
Starting Cash Total 36
Clear Function 36
Escape Function 36
Enter Starting Cash Keypad 36
Press Enter to Exit 37
Transaction Screen 37
Status Line 38
Menu Window 39
Submenus 40
Totals Window 40
Purchase Window 40
Status Line 41
Data Entry Line 41
Open Price Items 41
Keypad Window Functions 41
Quantity 42
Lookup 42
Quick Meal Sale 43
Charge 45
Recall 45
Clear 45
Logout Button 46
Enter 46
VoidAll 46
Check 46
Cash 47
Read Right 47
Read Left 47
Student Lookup Screen 47
Student Lookup Screen Keypad Window 48
Student Lookup Screen Search Window 48
Cashier Reconciliation Screen 49
Number of Each Denomination Window 50

Enter Count then Select The Denomination Prompt 50
Enter Count Keypad 50
Enter Count Keypad Clear button 51
Enter Count Keypad Escape button 51
Checks Need To Be Reconciled button 51
Reconciliation Done! Button 51
Check Reconciliation Screen 52
Check Data Window 52
Cashier Name, Serving Period, and Check Total Window 53
Items to be reconciled Window 53
Check Reconciliation Done Button 53
Check Reconciliation Edit Screen 53
Check Edit window 54
Enter Corrected Value Then Select Corresponding Check Field prompt 54
Check Reconciliation Edit keypad 55
Check Reconciliation Edit Done! button 55
Other Tasks 55

Appendix B: Warning Messages **57**

Overview 57
Account Balance Is Below Minimum Warning 57
Already Closed for: Warning 57
Already Logged In Warning 57
Close Warning 58
Deposit Applied To The Balance Due Warning 58
Extra Meal Warning 58
Happy Birthday Warning 59
Incorrect Password Warning 59
Logoff Warning 59
Maximum Charge Amount Exceeded Warning 60
Maximum Number of Charges Reached Warning 60
Meal Only Warning 60
No Meal Has Been Defined Warning 61
Override A La Carte Limit 61
Participant ID Has Been Used Warning 61
Participant ID Was Not Found Warning 62
Participant ID Was Not Found Warning (District Lookup) 62
Previous Transaction Not Available Warning 62
Previously Used Adult War 63
Training Mode Warning 63

Index **65**

Introduction

Overview

The STILunch POS Touch Screen application combines the power of a Windows interface with simplified cashier operations. The Touch Screen cash register runs from screens that the cashier controls with the touch of a finger.

All student settings (such as **Full price**, **Reduced price** or **Free** meals) are assigned automatically to the POS Touch Screen by the STILunch BackOffice software.

This POS Touch Screen manual serves as a guide for cashiers. It contains step-by-step instructions for operating the Touch Screen, starting a serving period, processing meal purchases, reconciling the till and closing the system.

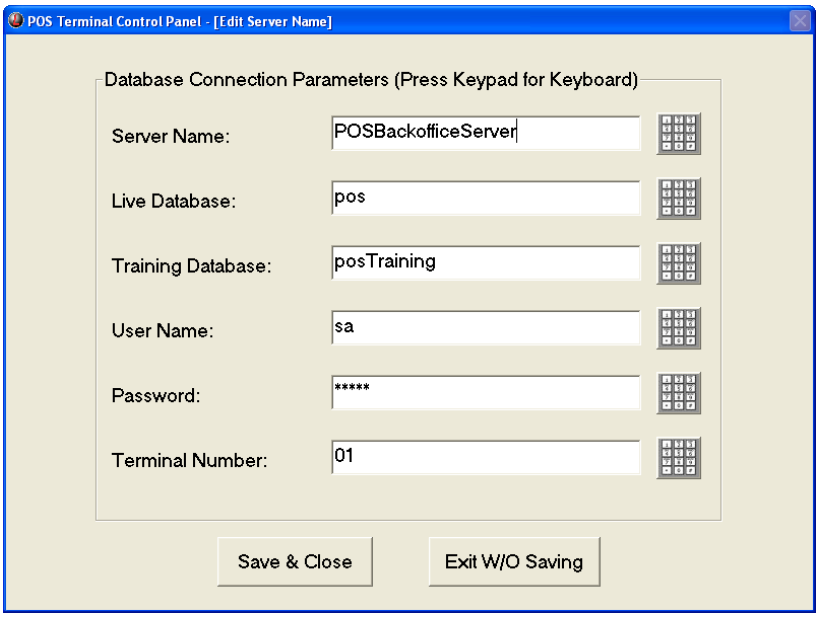
New Features/Functions in STILunch v7.0

The following features have been added in Version 7.0.

- With the exception of the STILunch.ini file, all information that was previously used to configure the POS Terminal software has been moved from the ini files on the terminal to tables in the POS database on the POS BackOffice server. These settings are now accessible through BackOffice's new Terminal Maintenance section. The relationship is:

  Old File New Maintenance Option
  Pinpad.ini Pinpad Setup
  Devices.ini Terminal Setup
  DataLink.txt Participant Images Setup
  STILunch.ini Terminal Control Panel

- The information in the STILunch.ini file on the terminal may be modified using the new POS Terminal Control Panel application named POSTerminalControlPanel.exe in the \POS Terminal Control Panel\ folder in the location where the terminal is installed.



POS Terminal Control Panel

The following settings may be modified using the POS Terminal Control Panel:

- **Server Name:** This is the name of the server where the POS Database is located.
- **Live Database:** This is the name of the POS database the terminal uses (usually POS).
- **Training Database:** This is the name of the POS training database the terminal uses (default is POSTraining).
- **User Name:** This is the user name used to access the SQL server (default is sa).
- **Password:** This is the password for the user account above.
- **Terminal Number:** This is the number this POS terminal will be identified by in the POS BackOffice.

The modified settings may be saved by clicking the 'Save & Close' button or discarded by clicking the 'Exit W/O Saving' button.

The number keys on a standard computer keyboard may now be used to enter POS ID numbers at the terminal if one is attached.

Touch Screen Basics

Conventions

This manual for the POS Touch Screen application uses the following common instructions:

- **Press:** Firmly touch the appropriate button on the Touch Screen.
- **Enter:** Enter data by pressing buttons of a keypad on the Touch Screen**.**

Overview

The STILunch POS application uses eight primary screens. All screens utilize the touch screen for all transactions. Number keypads are provided to allow the cashier to enter dollar amounts.

The STILunch POS Touch Screen application is organized around seven main screens:

- **Login/Shutdown Screen.** Use this screen to "Login" to start working"Shutdown" to quit working.
- **Enter Starting Cash Screen.** Use this screen to enter starting cash.
- **Transaction Screen**. Use this screen for transactions and payments from students. **Student Lookup Screen**. Use this screen to lookup Student IDs.
- **Cashier Reconciliation Screen**. Use this screen to reconcile the cash.
- When reconciliation is complete, pressing the **Reconciliation Done!** button returns the cashier to the Login/Shutdown screen.
- **Check Reconciliation Screen**. Use this screen to reconcile checks.
- **Check Reconciliation Edit Screen**. Use this screen to modify check information.

Login/Shutdown Screen

The Login/Shutdown screen appears when the POS Touch Screen terminal is turned on. On this screen the cashier:

- Selects their name from a drop-down list box.
- Enters the password from a numeric keypad.
- Selects the appropriate Serving Period. From here the cashier can also add, modify or delete breakfast or lunch data from a previous date. To utilize this feature click on the **BackDate** button before pressing login. They are presented with a calendar from which they can select a date in

the past. Once they are logged in, they can process sales from the selected historical date.

- **Login/Shutdown Screen** When the POS Touch Screen terminal is closed, this screen is displayed. Cashiers should always use this method to shut down the terminal.

Enter Starting Cash Screen

When the cashier signs on for the first time in a day, the Enter Starting Cash screen appears. The cashier enters the amount of 'starting cash' on this screen.

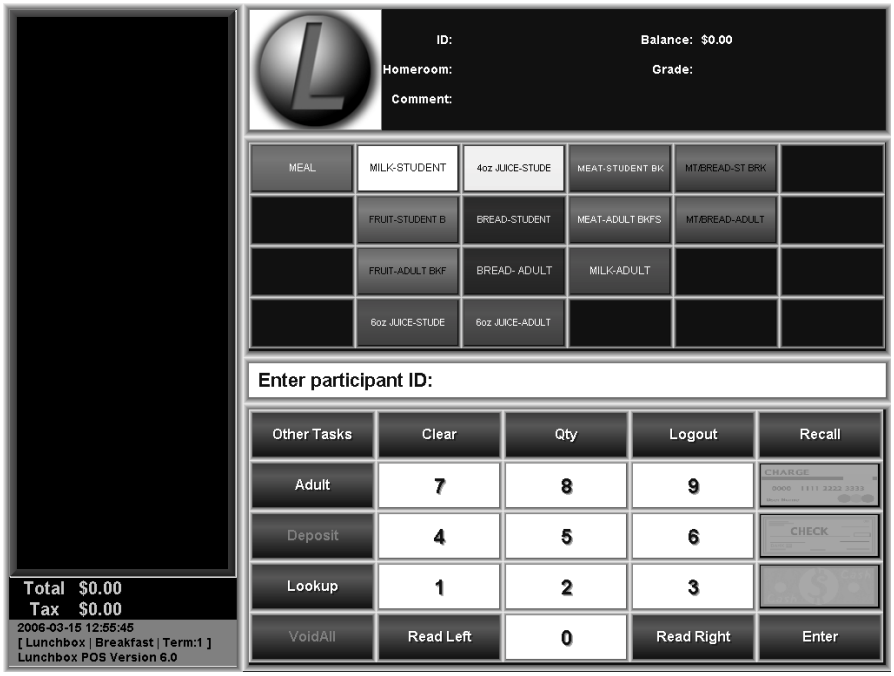
Enter Starting Cash			
			12350
7	8	9	Escape
4	5	6	
1	2	3	Clear
	0		Enter

Enter Starting Cash screen

- In the example above, the cashier pressed **12350** to indicate that there is $123.50 in the cash drawer.
- When the cashier presses **ENTER** on this screen the Transaction screen appears.

Transaction Screen

The Transaction screen allows the cashier to look up Participant Account Identification Numbers, ring up meals and a-la-carte items, collect payments and make deposits to accounts.



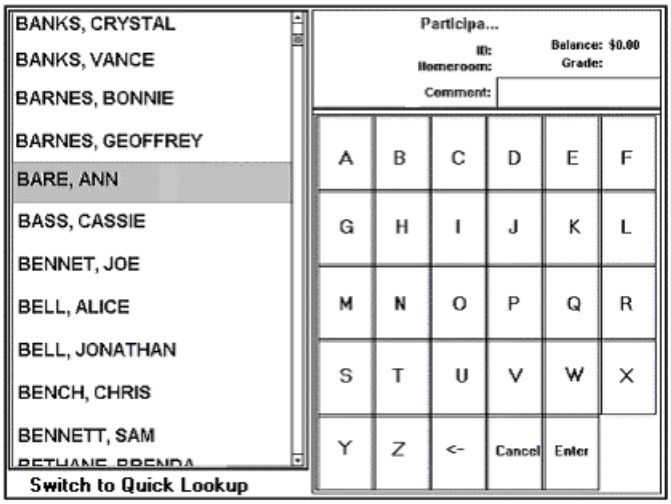
Transaction Screen

The main features of the Transaction screen include:

- Participant window.
- Menu window.
- Data Entry Line.
- Keypad window.
- Purchase window
- Totals window

Student Lookup Screen

The Student Lookup screen allows the cashier to look up the Participant Account Identification Number of students. Press the **LOOKUP** button on the Transaction screen to reach this screen.



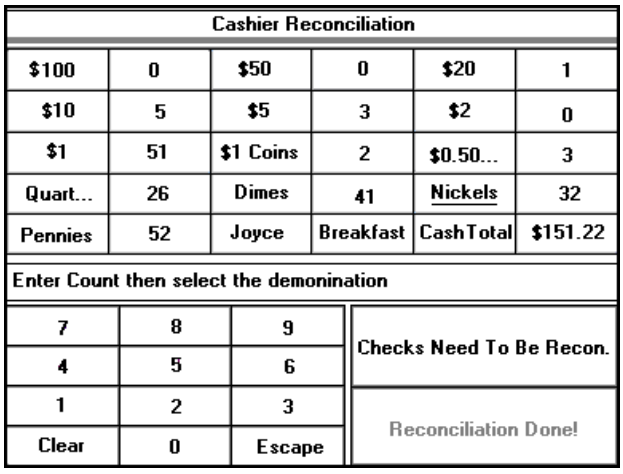
Student Lookup Screen

When the cashier makes a selection on the Student Lookup screen, the Transaction screen reappears and displays the information for the selected account.

Note: From this screen the user can click on the "Switch to Quick Lookup" button to do a Quick Meal Sale. Refer to **Chapter 3 Begin Serving Period** for more information on these functions.

Cashier Reconciliation Screen

When the cashier is ready to exit the system, the cashier must enter the closing cash on this screen.

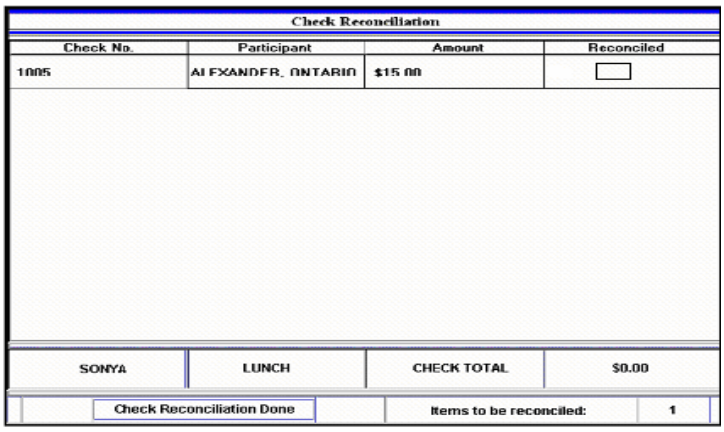

Cashier Reconciliation
$100 0 $50 0 $20 1
$10 5 $5 3 $2 0
$1 51 $1 Coins 2 $0.50... 3
Quart... 26 Dimes 41 Nickels 32
Pennies 52 Joyce Breakfast CashTotal $151.22
Enter Count then select the demonination
7 8 9
4 5 6
1 2 3
Clear 0 Escape
Checks Need To Be Recon.
Reconciliation Done!

Cashier Reconciliation screen

After entering the closing cash, the cashier needs to reconcile checks.

Check Reconciliation Screen

Each check must be reconciled before the cashier 'shuts down'. Check reconciliation occurs after cash has been reconciled



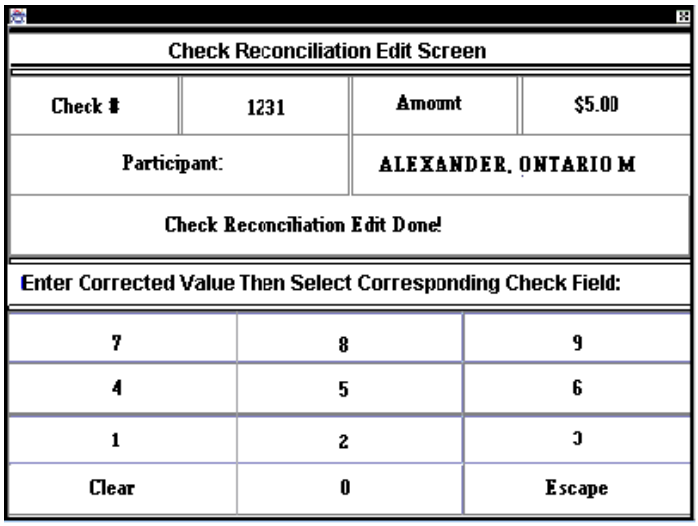
Check Reconciliation Screen

To reconcile a check, press the **Reconciled** field for the check. The "Empty Box" changes to "Box with Check Mark".

- If there is an error in the information for any check, press the field with the error. The Check Reconciliation Edit screen appears.
- Once all checks are reconciled, press the **Check Reconciliation Done** button at the bottom of the screen.

Check Reconciliation Edit Screen

This screen appears when the cashier pressed the **Check #** or **Amount** fields for a check on the Check Reconciliation Screen. On this screen, the cashier can edit the check number or the amount of the check.

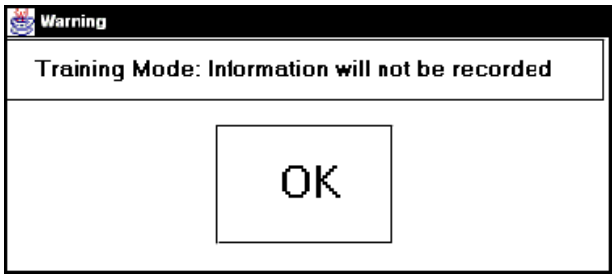


Check Reconciliation Edit screen

Press the numbers on the keypad to enter the correct number and then press the appropriate field - the check number or the amount. The new value replaces the old amount.

Training Mode

The TRAINING MODE of the POS Touch Screen's operation is enabled when the cashier designates a cashier as a trainee in the POS BackOffice program. When the cashier logs onto the system as a trainee/cashier, the following warning appears:



The POS Touch Screen provides all functions, but data is not recorded. This mode of operation assists the cafeteria in training, without the risk of entering incorrect data during practice sessions.

Begin Serving Period

Overview

The POS Touch Screen application allows the cashier to sign on as a cashier or as a trainee-cashier for practice.

The cafeteria manager sets the cashier's status in the POS BackOffice application. The cafeteria manager also sets Passwords.

There are two steps to begin a serving period:

- Log in to the system. (The next heading.)
- Enter Starting Cash.

Log In To System

When the system is turned on, the Touch Screen displays the Login/Shutdown screen.

Login/Shutdown Screen

This screen allows cashiers to access the system and sell food to the students.

Note: Shutdown exits the program.

Complete the following steps to log in:

- Press the **Cashier** field and a drop-down list appears.

- Press the desired name. That name appears in the Cashier field. Repeat the step to select a different name.
- Enter the appropriate **Password** by pressing the appropriate numbers on the Keypad window. (Asterisks appear in the Password field).
- Press the **Serving Period** field and a drop-down list appears. Select the appropriate Serving Period from the drop-down list by pressing Breakfast or Lunch. The Serving Period name appears in the Serving Period field.
- Press the **Login** button at the bottom of the screen. The Enter Starting Cash screen appears. Follow instructions for entering starting cash.

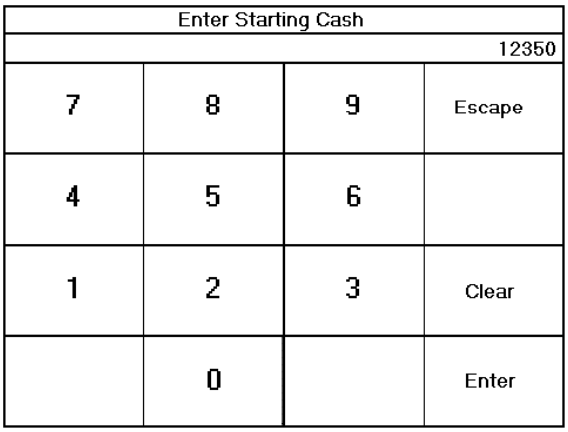
Note: To erase an incorrect password, press the **Clear** button and enter the password again. If Serving Period is already closed, the cashier cannot reenter the program for that Serving Period on the same day.

Note: If the cashier receives a message that they are already logged on to another terminal and they are not, the cafeteria manager can use the Cashier Reset function in STILunch BackOffice to reset the terminal. Then the cashier can access the Serving Period.

- From here the cashier can also add, modify or delete breakfast or lunch data from a previous date. To utilize this feature they need to click on the **BackDate** button before pressing login. They are presented with a calendar from which they can select a date in the past. Once they are logged in, they can process sales from the selected historical date. There is an indicator at the bottom of the POS screen that will say *****BACKDATE MODE*****. All of the transactions that they enter will be reported as though they occurred on the historic date.

Enter Starting Cash

When the cashier logs in for the first time, the **Enter Starting Cash** screen appears.



Enter Starting Cash Screen

Complete the following steps to Enter Starting Cash:

- Press the numbers on the Keypad to enter the amount of starting cash. For example, press **12350** for $123.50.
- To correct an error, press the **Clear** button and enter the **Starting Cash** again.
    - Press **Escape** button to return to the Login/Shutdown screen without entering starting cash.
- Press **Enter**. The Transaction screen appears.

Processing Meals

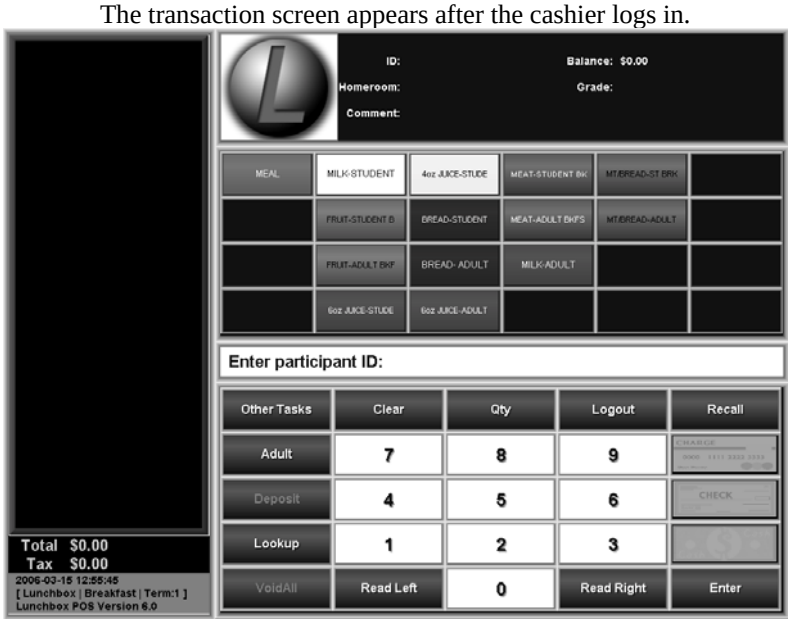
Complete the following steps to process meals:

- Enter customer information.
- Ring the sale.
- Collect Payment.

Cashiers can also be required to:

- Make account deposits.
- Make returns or refunds.

The transaction screen appears after the cashier logs in.



Transaction Screen

When the cashier has logged into the POS Touch Screen application, the Transaction screen appears. All of the topics in this section relate to the operation of the Transaction screen, the main screen in the system. Refer to the **Screen and Button Descriptions** section for more information.

Refer to the following headings for information on performing these tasks.

- Enter Customer Information
- Ring Sales

- Collect Payment
- Make Account Deposits
- Make Returns or Refunds / Other Task

Enter Customer Information

As students enter the cashier's lunch line, their personal accounts are accessed by different methods.

- **Scanner** – As a student approaches the register, slide his/her identification card through the scanner. The Participant Account appears on the Transaction screen.
- **Keypad System** – Using the keypad provided near the cashier station, the student can type his/her Participant Identification Number and press [**Enter**]. Keypads can be on the right or left of the register. To retrieve the student account on the screen, press the **Read Left** or **Read Right** buttons, depending on the side needed to read.

Note: The keypad can store up to 250 numbers at a time. They are processed in the order that they are received.

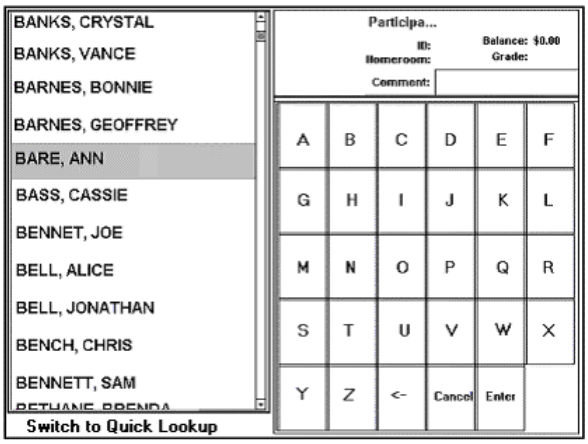
- **Wand** – Using a bar code scanning wand, scan the student bar code (located on a student roster sheet beside the student's name or on the student's identification card). The account appears on screen.
- **Keyboard Entry** – Using the Transaction screen Keypad, type the identification number with the number keys. The number typed appears in the Data Entry Line. If the account number is correct, press the **Enter** button to pull up the account.
- **Look Up a Student ID** – The other method of entering the Participant ID uses the Student Lookup screen. Refer to the heading **Look Up a Student ID**.
- **Quick Meal Sale** – This method allows the user to lookup a student by grade or homeroom. Refer to the heading **Quick Meal Sale**.

Look up Student ID

Complete the following steps to Lookup a student:

- On the Transaction screen, press the **Lookup** button.

- The Student Lookup screen appears, showing a list of student names.



Student Lookup Screen

- Using the characters from the Keypad window, press the first few letters of the student's last name. The Backspace symbol (<-) erases characters from the Search window.
- Find the student's name in the left window.
- Press the student's name.
- Press the **Enter** button. The Transaction screen appears, showing the Student Name, ID Number, and other stored information for that student.

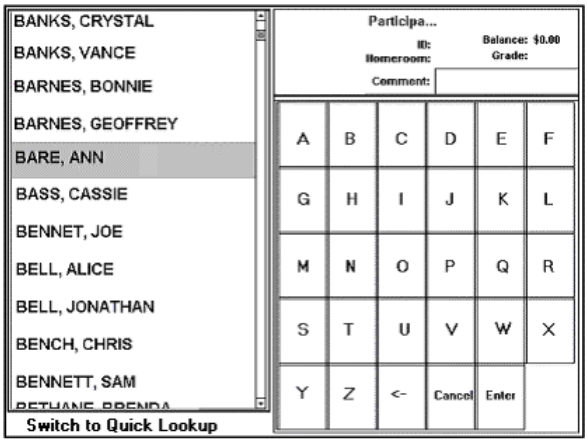
Note: From this screen the user can click on the "Switch to Quick Lookup" button to do a Quick Meal Sale. Refer to the heading **Quick Meal Sale**.

Quick Meal Sale

Complete the following steps to do a Quick Meal Sale.

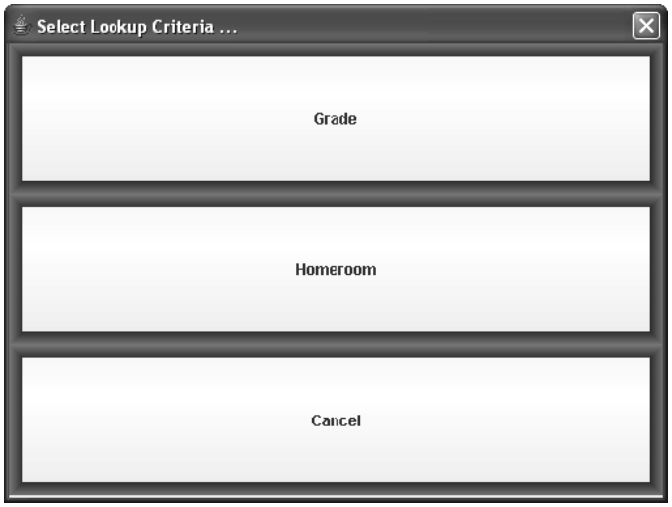
- On the Transaction screen, press the **Lookup** button.

- The Student Lookup screen appears, showing a list of student names.



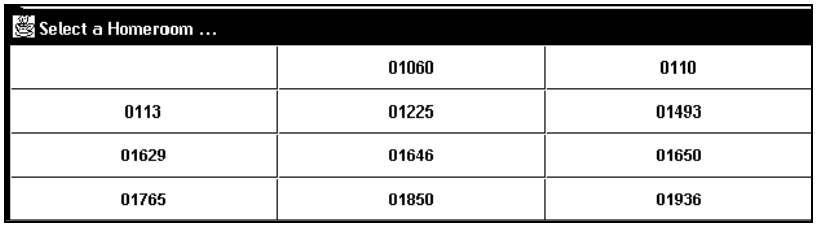
Student Lookup Screen

- Click on the Switch to Quick Lookup button at the lower left corner of this screen.
- Next you see the "Select Lookup Criteria" dialog box where the user can select whether they want to sell meals by the grade or by the homeroom. The entire panel that says "Homeroom", for example, is one large button. Touching this button takes the user to the Homeroom selection screen. Touching the "Grade" button takes the user to the Grade selection screen.



Select Lookup Criteria Screen

- The "Select a Homeroom" screen is a collection of buttons listing all the homerooms found at the site. The "Select a Grade" screen is a collection of buttons listing all the grades found at the site. Below is an example of the "Select a Homeroom" screen. Touching one of these takes you to the meal sale screen.



Select a Homeroom Screen

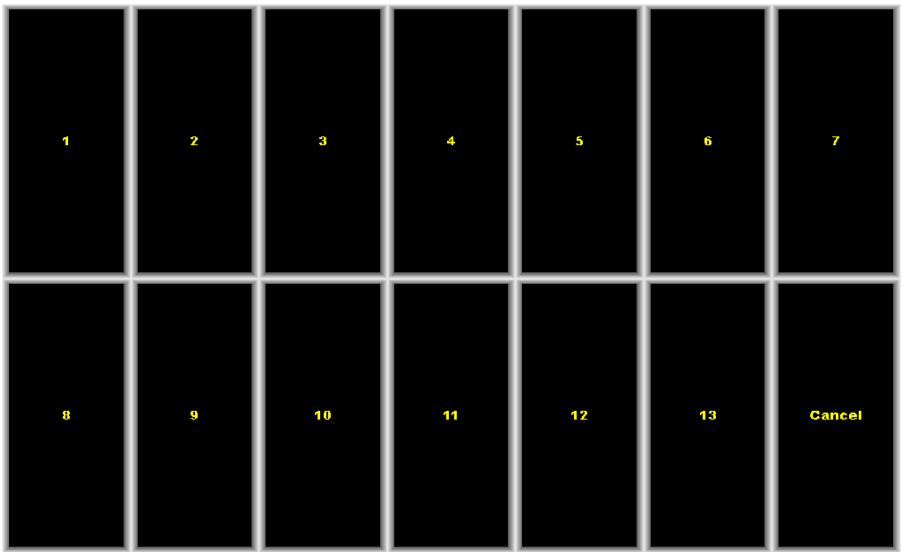
- Touching a participant button on the Quick Meal Sale screen below sells a meal to that participant and changes their button color to yellow. In the example screen below, this student was the last participant sold a meal so the participant panel reflects his information. If a child's balance is insufficient to pay for a meal, the POS software switches to the transaction screen and forces the cashier to select Cash, Check, or Charge to tender the meal, and then switches back to the Quick Meal Sale screen. Touching the Back button takes the cashier back to the transaction screen at any time.

Homeroom Students Screen

Use Meal Button

This button on the Transaction Screen allows the cashier to ring up a meal for customers who do not have an identification number or an account. These customers could be new students or visitors. These sales will be for cash or check only. The cashier also uses this button to ring up an extra meal when a participant is already selected or the first meal if the global setting for 'Automatically Sell a Meal' is set to False.

- Press the **Meal** button and the Meal Status Code screen appears. The buttons on this screen are coded to display only the number of the status to apply to the meal for the customer.
- There are eight (8) default status settings which may not be changed. Additional statuses may be added by the user if needed. These are represented as number codes, which appear when no Participant Account selected and the **Meal** button is pressed. Explanation of these additional status codes does not appear on the screen.



Meal Button Status Code Screen

- The eight default status codes are:

Code	Description
1	Free
2	Reduced
3	Paid
4	Adult
5	Employee
6	Student Worker
7	Visitor
8	Extra Meal

- Press a number to enter the status for the sale. To correct an error, press **VoidAll** to void the items in the Purchase window, press the **Clear** button, and then the **Meal** button again to make the correct Status Code selection.
- After the correct status code is entered via the **Meal** button, continue ringing up the sale. The price of a meal is automatically adjusted for the status of the customer. To add an additional meal for this customer, press the **Meal** button a second time, and an additional meal is rung up.
- Ring up any additional items (a la Carte items, etc.) and press the **Enter** button.
- Collect the final amount due (cash or check) shown in the Totals window and enter it in the Data Entry line (without decimal). Press the **Enter** button, and return the change (if any) to complete the sale.

Use Adult Button

- Press the **Adult** button on the Transaction screen Keypad before ringing up a transaction to assign an Adult status and an appropriate meal price for an adult.
- Ring up the sale normally.

Note: Status Code sales are cash or check only.

Ring Sales

When an account is opened or a status code is entered, items to be purchased can be entered in the register and rung up at the appropriate price for the Participant's status. Refer to the heading **Use the Meal Button** and **Use the Adult Button** for information on status codes.

- If an account is not opened, and a Free or Reduced status is not entered, meals ring up at full price.
- A la Carte items always ring up at full price.

Meals

When the system has automatic reimbursable meals turned on, this setting forces the transaction screen to automatically add a meal to the transaction when an account is entered.

- **Free Meal Program**: If the student is enrolled in the Free Meal Program, no price is charged for the meal. However, if the student purchases any a la Carte items or an additional meal, the full item price is charged.
- **Reduced Meal Program**: If the student is enrolled in the Reduced Meal Program, the meal price is reduced automatically. However, if the student purchases any a la Carte items or an additional meal, the full item price is charged.
- **Full Price**: Students not in either program have full-price status and pay full price for all foods.

The eight default status codes are:

Code	Description
1	Free
2	Reduced
3	Paid
4	Adult
5	Employee
6	Student Worker
7	Visitor

8	Extra Meal

These are represented as number codes, which appear when no Participant Account selected and the **Meal** button is pressed.

Explanation of these additional status codes does not appear on the screen.

As the meals are automatically entered, the price appears in the Purchase Window. The full price for a la Carte price always displays.

Note: When a student purchases only a la Carte items, the cashier must void the automatic meal to prevent overcharging. Void the automatic meal by pressing the item in the Purchase Window, or by pressing the **VoidAll** button.

Using Menu Window

Menu Window

Press any item to add it to a transaction. When the item is selected, the item and the price both appear in the Purchase Window.

The Menu window selections are determined and set up by the cafeteria manager, using the STILunch POS BackOffice application. Buttons can be configured to show meals, entrees, side dishes, fruit, beverages, desserts, etc. Buttons may also lead to groups of items on a subscreen.

Note: The buttons re-size automatically when necessary to hold more text.

Ringing A La Carte Items

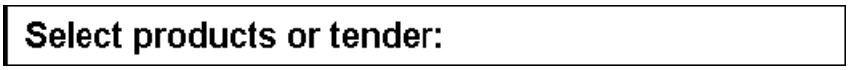
Menu Window

The 'a la Carte' item buttons are located in the Menu window. To add them to an order, press the appropriate button. The item and price appear in the Purchase

window. Because all 'a la Carte' items are full price, the price always displays in this window.

Note: When the system is using the automatic reimbursable meal option, the cashier must void the meal when a customer is purchasing only a la Carte items.

Enter Data on Data Entry Line



Data Entry line

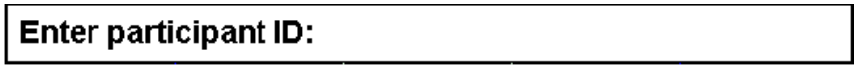
The Data Entry line displays prompts that specify information to enter.

These prompts require that the cashier enter data before the program can proceed with the transaction. The data required is normally entered from the number keys on the Transaction screen Keypad, although some prompts, such as the **Select Cash or Check** prompt and the **Select Products** prompt use entries from Transaction screen buttons

The information appears in the Data Entry line just to the right of the prompt.

Press the **Enter** button to accept the data prompted.

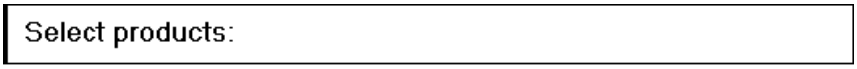
Enter Participant ID Prompt



Enter Participant ID prompt

This prompt appears when the program is not showing a particular account. The cashier can enter a Participant Account Number from the Transaction Screen Keypad, or using other methods. Refer to Enter Customer Information.

Select Products Prompt



Select Products prompt

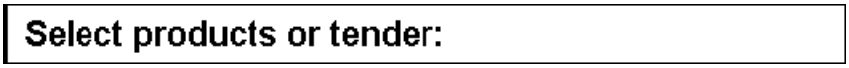
This prompt appears after an Account ID is entered into the Transaction screen. Start the transaction by selecting **Meal Items**.

Enter Special Price Prompt

Enter Special Price prompt

This prompt appears when the cashier pressed a **Meal Item** button that has not been programmed with a preset price. Enter the price of the item authorized by the cafeteria manager.

Select Products Or Tender Prompt

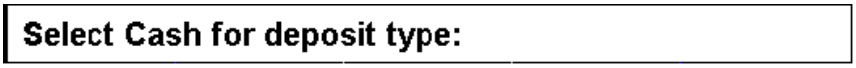


Select Products or Tender prompt

This prompt appears when **Meal Items** have been ordered.

- Ring up additional items.
- Tender payment. See Collect Payment in the next section on how to process different tender types.

Select Cash Prompt



Select Cash For Deposit Type prompt

This prompt appears when a deposit amount different from the amount due is tendered. Press the **Cash** button to respond to this prompt.

Using Transaction Screen Keypad

Return	Clear	Qty	Logout	Recall
Adult	7	8	9	Charge
Deposit	4	5	6	Check
Lookup	1	2	3	Cash
VoidAll	Read Left	0	Read Right	Enter

Transaction Screen Keypad

There are two types of buttons in this part of the screen.

- The Number keys are used to enter numeric information, such as Student ID's, amounts of deposits to accounts or items that are not priced.
- The other buttons provide functions. Refer to the heading **Transaction Screen Detail** for information on these functions.

Collect Payment

The amount due shows up in the Totals window underneath the Total. In a split-tender transaction (ex. Partial cash payment and the rest pre-pay), the Due amount will change to reflect how much is still owed by the customer.

Once payment is tendered, any change owed to the student will show up in the Totals window.

Once the sales are rung up in the register, payment can be collected in any of the following ways:

- **Cash Payment**. Refer the heading **Cash Payment**.
- **Account Payment**. Refer to the heading **Account Payment**.
- **Check Payment**. Refer to the heading **Check Payment**.
- **Charge to Account**. Refer to the heading **Charge to Account**.
- **Free Meal Program**. If the student is on the **Free Meal Program**, the balance due will be zero unless they purchase additional items. To indicate payment for zero balances, press the Enter button. This will clear the account and prepare the Transaction screen for the next transaction.

Cash Payment

Complete the following steps when the customer pays with Cash.

- Collect cash from the customer. Enter the amount of cash received (without the decimal point). The amount appears in the Data Entry window.
- Press the **Cash** button.

- The change due to the student (if any) appears in the **Totals** window at the bottom of the screen. Return that amount to the student and begin the next transaction.

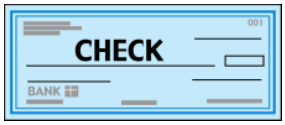
Check Payment

Complete the following steps when the customer pays with a check.

If the check is for more than the amount of purchase, the amount remaining should be deposited into the student's account unless instructed otherwise by the cafeteria manager.

Complete the following steps to process a check payment:

- Enter all items to be purchased. Then enter the amount of the check on the Keypad.
- Press the **Deposit** button.
- The Data Entry line shows: **Select Check or Cash** for deposit type.
- Press the **Check** button.



- The Data Entry line displays: Enter Check Number for this Deposit.
- Enter the number of the check and press the Enter button.
- The Data Entry line shows: Select Products or Tender.
- Press the Enter button.

Note: All checks should be placed in the cash drawer and counted at the end of the Serving Period during Cashier Reconciliation.

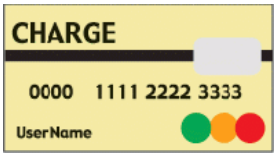
Account Payment

Payment for meals can be made as deductions from an account. As items are entered into the Purchase window, they are automatically deducted from the account if it contains enough funds. Finalize the sale by pressing **Enter**, but do not collect any money.

If the funds are depleted during the transaction, the remaining purchase amount appears as a Due amount in the Totals window.

- Either collect the remaining balance in cash, or press the **Charge** button to charge the remaining balance to the account, leaving it with a negative balance. This is called a "split-tender transaction."
- If more cash is given than is due, the register depletes the cash intake amount before depleting the account balance. For example, if the account has a $3.00 balance, the sale is $4.00, and the student pays $5.00, the account remains at $3.00 and the student receives $1.00 change. In this case, the sale is a cash sale.

Charge to Account



The **Charge** button is used when a transaction causes a participant's account to be negative.

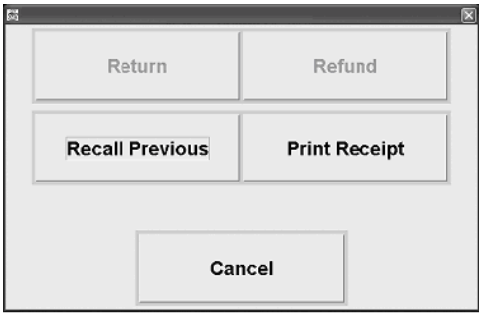
Make Account Deposits

A deposit can be made to an account at any time during a transaction once a participant's account has been selected. If the student is not purchasing any items at the time of deposit, it may be necessary to void the automatic meal by using the **VoidAll** button before tendering the transaction.

- At the Select products: or Select products or tender: prompt in the Data Entry line, enter the amount of the deposit without decimals. For example **$10.00** would be entered as **1000**.
- Verify the amount. If correct, press the Deposit button.
- The Data Entry line shows: **Select Cash for Deposit Type**. Press the **Cash** button. The amount of the deposit will appear as a Cash Deposit in the Purchase window. The amount Due for the entire transaction appears in the Totals window.
- The Data Entry line displays: **Select Products or Tender**. Select additional products or collect the amount Due by tendering a cash or check payment the usual way.

Other Tasks

On the transaction screen, locate and press the **Other Tasks** buttons. The following screen appears.



Other Tasks Screen

On this screen, the following functions are available.

- **Return**. Press this button to start a return transaction.
- **Refund**. Press this button to start a refund transaction.
- **Recall Previous**. Display the last transaction in the register by pressing the **Recall** key. When the last transaction appears, it can be edited. This allows the cashier to make a refund to the student for a returned item but only for the last transaction.
- **Print Receipt**. Press this button to print a receipt.
    - To print receipts, the terminal must be attached to an IBM 4610 printer. Even if the school has more than one terminal, all the terminals can share the 4610 printer. The POS terminal that has the printer attached to it must have the POS software running; even it is just sitting at a login screen.
    - Receipt Printer arguments must be setup in the Terminal Maintenance – Terminal Setup section of STILunch POS BackOffice in order to print receipts.

Closing Out

Overview

Closing out the POS Touch Screen register consists of several steps.

- Press the **Logoff** button on the Transaction Screen. Two dialog boxes appear that require the cashier to verify that they want to log off, and close out. These two dialog boxes prevent accidental close outs. If a cashier closes out of a Serving Period, that cashier cannot return to that serving period that day. An exception is when using the backdating feature. Reconciliation for backdated days is done through the backoffice
- The Cashier Reconciliation screen appears. Enter closing cash.
- If checks need to be reconciled, the Checks Need To Be Reconciled button will be red. Press the button and the Check Reconciliation screen appears.
- Press the Reconciled field for each check to change the setting from No to Yes, verifying that each check is in the register at the end of the Serving Period.

Note: As checks are marked reconciled they are moved to the bottom of the list so that any left to be reconciled are always at the top.

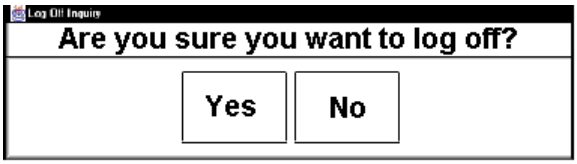
- If any check has been entered into the system incorrectly (check number or amount), press the inaccurate field. The Check Reconciliation Edit Screen appears. Correct the information. When the check information is complete, press the Check Reconciliation Edit Done button. The Check Reconciliation Screen appears again. Complete the remaining checks.
- Press the **Check** Reconciliation Done button. This closes the application.
- The Login/Shutdown screen appears.

These steps are described in more detail under the following topics.

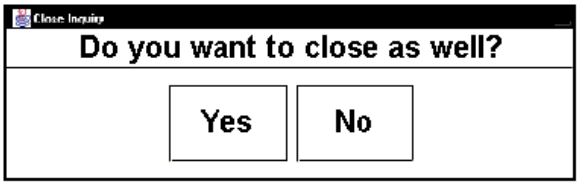
- Log Off.
- Reconcile Cash and Checks.

Log Off

Complete the following steps to log off of the POS Touch Screen system:



- Press **No** to return to the Transaction.
- Press **Yes** to continue logging off.



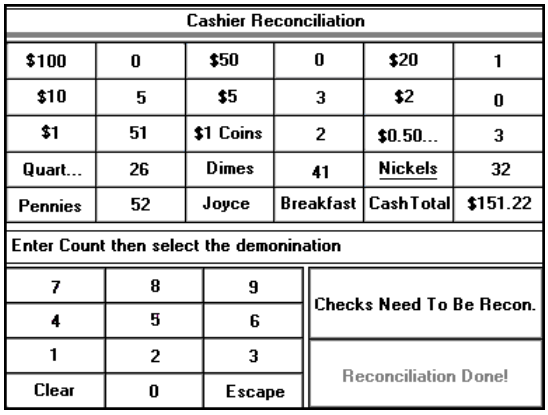
- Press **No** to Logoff without cashing out and closing. If the cashier presses **No** at this point, the Login/Shutdown screen appears.
- Press **Yes** to Cash Out and Close. Once a c

Reconcile Cash and Checks

At the end of each Serving Period, the cashier must declare the cash and checks received in that Serving Period through the Cashier Reconciliation screen. This does not apply in backdating situations as cash and checks must be reconciled in Backoffice for backdated days.

Complete the following steps for the Cashier Reconciliation process:

- Complete the steps to log off the POS Touch Screen.
- The Cashier Reconciliation screen appears:

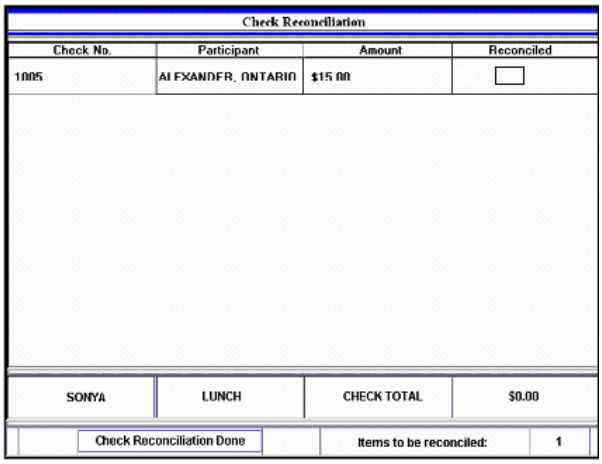

Cashier Reconciliation
$100 0 $50 0 $20 1
$10 5 $5 3 $2 0
$1 51 $1 Coins 2 $0.50... 3
Quart... 26 Dimes 41 Nickels 32
Pennies 52 Joyce Breakfast CashTotal $151.22
Enter Count then select the demonination
7 8 9
4 5 6
1 2 3
Clear 0 Escape
Checks Need To Be Recon.
Reconciliation Done!

Cashier Reconciliation Screen

- The prompt reads: Enter Count then select the denomination.
- Count the number of bills and coins for each Currency type.
- Press the numeric characters from the Keypad window to enter the quantity for a Currency field. For example, there are 51 one-dollar bills

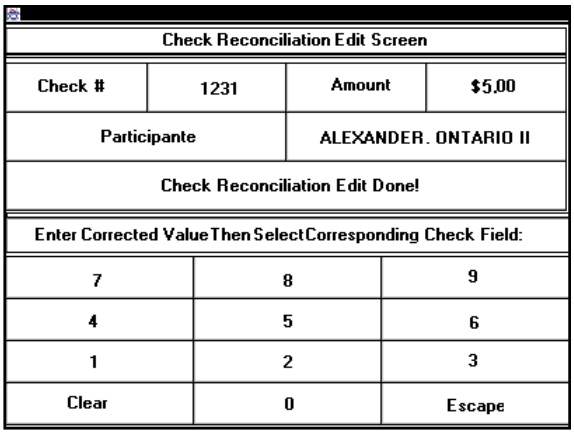
in the till in the example above. The cashier pressed 5 and 1 to indicate the number 51.

- Press the appropriate Currency field name. The number of that type of currency appears in the numeric field next to the Currency name. In the example above, the cashier pressed the $1 field. The screen lists 51 in the field for $1.
- Repeat for each currency type.
- To correct an error, press the **Clear** button, and reenter.
- If the button **Checks Need To Be Reconciled** is highlighted press it.
- The Check Reconciliation screen appears.



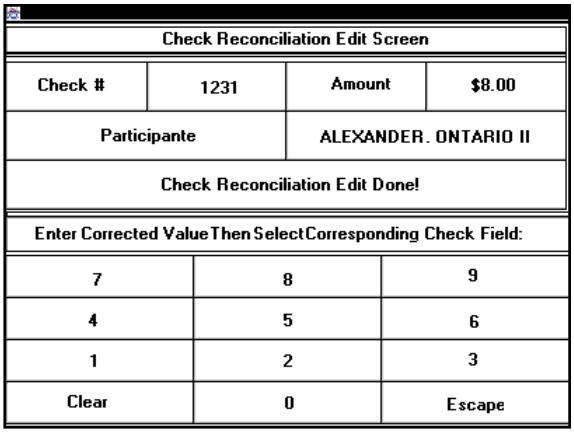
Check Reconciliation Screen

- Review each check: the check number and the amount of each check.
  - If the check information is correct, press the **No** in the Reconciled field. It becomes '**Yes**'.
  - If the check information is incorrect, the cashier must edit the check information.
- In the example above, $5.00 was entered and the check was written for $8.00.
- Press the field to be corrected. (**Amount**).
- The Check Reconciliation Edit Screen appears.



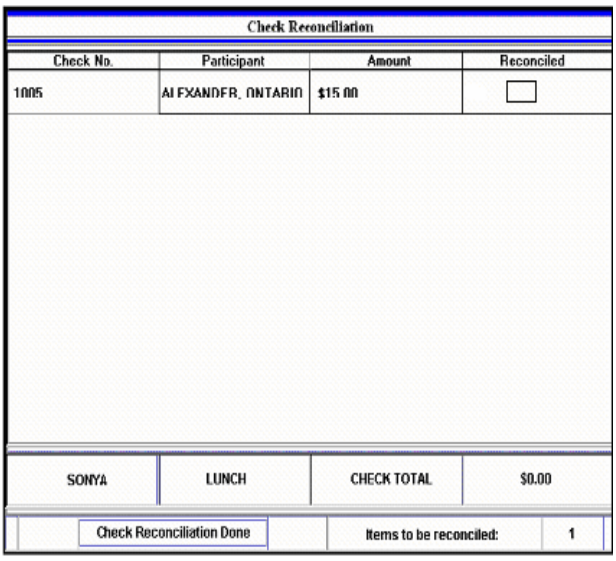
Check Reconciliation Edit Screen with incorrect Amount

- Enter the correct amount of the check (**800**) on the Keypad, then press the **Amount** button. The corrected amount appears in the Amount field.



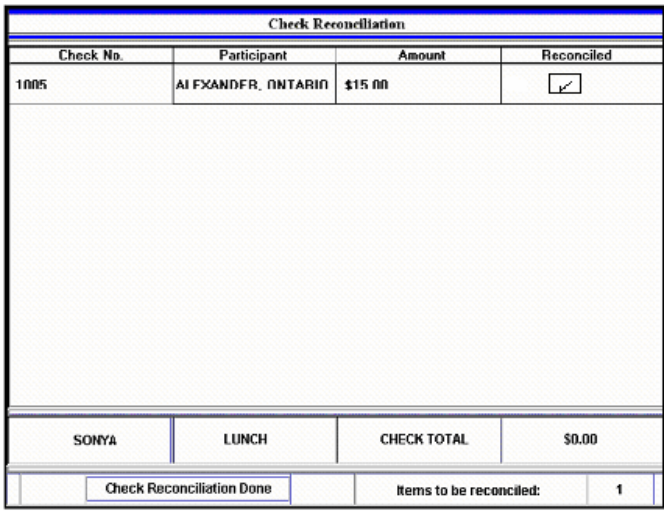
Check Reconciliation Edit Screen with corrected Amount

- Press the Check Reconciliation Edit Done! button.
- The Check Reconciliation screen appears with the correct amount listed.



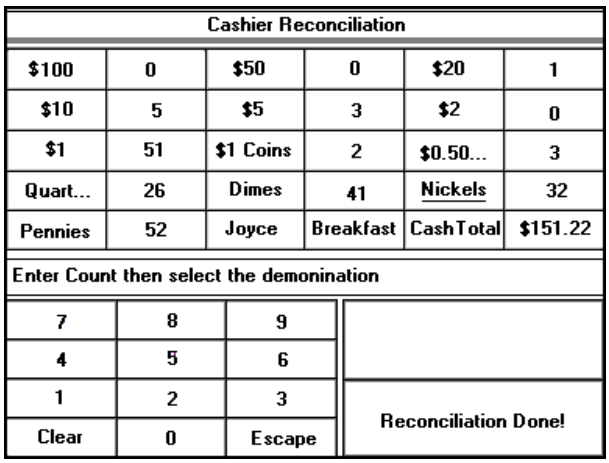
Check Reconciliation Screen with corrected Amount

- Now that the check amount has been corrected, reconcile the check by pressing **No** in the Reconciled column. **Yes** appears and the check has been reconciled.



Check Reconciliation Edit Screen with reconciled check

- Check reconciliation is complete and Items to be reconciled: 0.
- Press the button **Check Reconciliation Done!**
- The Cashier Reconciliation screen reappears.



Cashier Reconciliation Screen ready to close out

- On the Cashier Reconciliation screen, the button **Reconciliation Done!** is highlighted, indicating that reconciliation is complete.
- Press the **Reconciliation Done!** button. The POS Touch Screen application closes and Login/Shutdown screen appears. At this point the cashier has closed for the serving period. The cashier cannot log in for that serving period again that day.

Use Breakfast Cash as Lunch Starting Cash

After the Breakfast money is counted, the cashier can use it as the starting cash for lunch or set it aside to be deposited at the end of the day.

Option 1: Use the Breakfast sales plus Breakfast starting cash money as the lunch starting cash.

When the cash total for breakfast is displayed on the Cashier Reconciliation screen, write down that number. (Do not include the total for the checks). The cash total for breakfast includes the starting cash and the cash collected during breakfast.

When the cashier has finished reconciling the Breakfast cash and returns to the Log on screen, the cashier can sign on again for Lunch. Enter the ending cash amount from Breakfast (excluding checks) as the starting cash amount for Lunch. Make sure all Breakfast checks are kept separate and not counted again at the end of Lunch.

Option 2: Make a separate Breakfast deposit.

Set all Breakfast money aside (cash and checks) minus the cash used as the starting cash for Lunch. When the cashier has finished reconciling Breakfast cash and returns to the Log on screen, the cashier can sign on again for Lunch. Enter the starting cash amount for Lunch.

Shut Down

Overview

When the cashier finishes Cashier Reconciliation after breakfast and lunch, the Login/Shutdown screen appears.

If it is necessary to exit the application, press the **Shutdown** button. This brings up to the normal Windows desktop.

To shut down the terminal select **Shut Down** from the Start menu, choose the Shutdown option and then select OK. Wait for the computer to display the message that it is safe to turn off the computer.

Then press the **On/Off** switch on the terminal.

Appendix A: Screen Descriptions

Login/Shutdown Screen

The Login/Shutdown screen is the screen that appears when the POS Touch Screen terminal is turned on.

Login/Shutdown Screen

On this screen the cashier:

- Selects their name from a drop-down list box.
- Enters the password on a numeric keypad
- Selects the appropriate Serving Period. Add, modify or de

When the POS Touch Screen terminal is closed, this screen is displayed. Cashiers and

Cashier

- Press the Cashier field and a drop-down list appears.
- Select the appropriate name from the drop-down list by pressing it. The cashier's name appears in the Cashier field. Press the field again to select another cashier name.

Password

The Password field:

Passwords for cashiers are entered in STILunch POS BackOffice.

- Select the appropriate cashier name in the **Cashier** field.
- Enter the **password** by pressing the appropriate password numbers on the Keypad window.
- Asterisks appear in the Password field.

Note: To erase an incorrect password, press the **Clear** button and enter the password again.

Note: If a cashier has already closed out for a Serving Period, that cashier cannot reenter the program for that Serving Period on the same day.

Serving Period

The Serving Period field:

- Press the Serving Period field and a drop-down list appears.
- Select the desired Serving Period from the drop-down list by pressing Breakfast or Lunch.

The Serving Period name appears in the Serving Period field. Press the field again to select a different serving period.

Login Keypad

The Login Keypad:

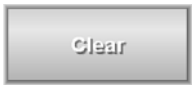
Enter the Password by pressing the appropriate numbers on the Keypad window.

Note: To erase an incorrect password, press the **Clear** button and enter the password again.

Note: If a cashier has already closed out for a Serving Period, that cashier cannot reenter the program for that Serving Period on the same day.

Clear Password

The Login/Shutdown screen Clear button:



Erase an incorrect Password entry by pressing the **Clear** button. Then enter the password again.

Escape

The Login/Shutdown screen **Escape** button:

Erase all entries on the Login/Shutdown by pressing the **Escape** button. All entries, including the entry in the Cashier field, the Password, and the Serving Period, are erased.

Login

The Login button:

After entering Cashier Name, Password and Serving Period, press the Login button at the bottom of the screen. The **Enter Starting Cash** screen appears.

Shutdown

The Shutdown button:

Pressing the **Shutdown** button terminates the STILunch POS Touch Screen program.

BackDate

The **BackDate** button:

Pressing the **BackDate** button triggers the BackDate feature. From here, a calendar is displayed from where a date can be selected from the past. Then, once logged in, they can process sales from the selected historical date. There is an indicator at the bottom of the POS screen that will say *****BACKDATE MODE*****. All of the transactions that they enter will be reported as though they occurred on the historic date.

Enter Starting Cash Screen

This section outlines the procedures for the Enter Starting Cash screen.

Enter Starting Cash			
12350			
7	8	9	Escape
4	5	6	
1	2	3	Clear
	0		Enter

Enter Starting Cash screen

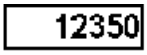
Complete the following steps to Enter Starting Cash:

- Press the appropriate numbers on the Keypad window (with no decimal point) to enter starting cash. If the Starting Cash is $123.50, press **12350**.
- In case of an error, press the **Clear** button and enter the Starting Cash again.
- The **Escape** button returns to the Login/Shutdown screen.

- Press **Enter**. The Transaction screen appears.

Starting Cash Total

The Enter Starting Cash screen Total field:



This field shows the Starting Cash Total, without decimal point. For example, if the Starting Cash is $123.50, the total shows as **12350**.

Clear Function

The Enter Starting screen Clear button:

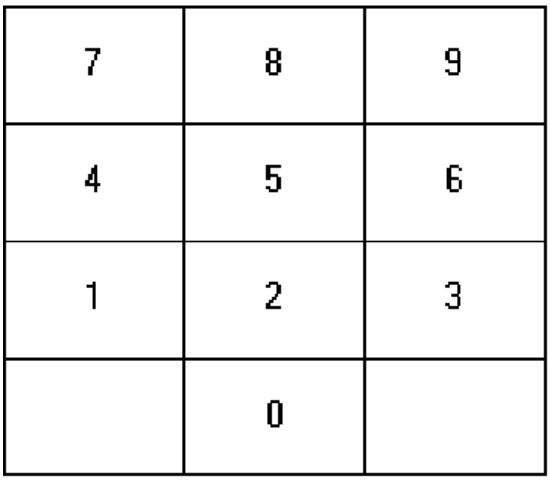
The Clear button allows the cashier to clear an erroneous entry.

Escape Function

The Enter Starting Cash screen Escape button:

The Escape button erases entries on the screen and returns to the Login/Shutdown screen.

Enter Starting Cash Keypad



Enter Starting Cash Keypad

Press the appropriate numbers on the Keypad window (with no decimal point). If the Starting Cash is $123.50, press **12350**.

Press Enter to Exit

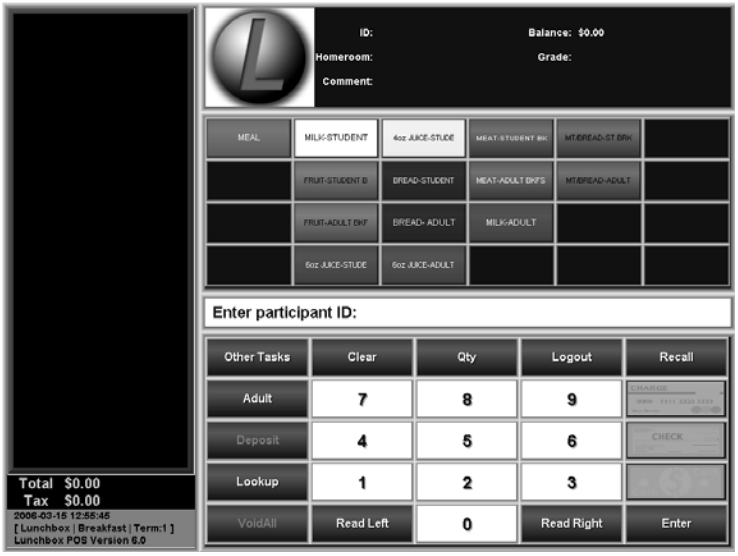
The Starting Cash Enter button:

When the starting cash amount has been entered, press **Enter**. The Transaction Screen then appears.

Transaction Screen

The Transaction screen allows the cashier to:

- Lookup Participant Account Identification Numbers.
- Ring up meals and a la Carte items.
- Collect payments.

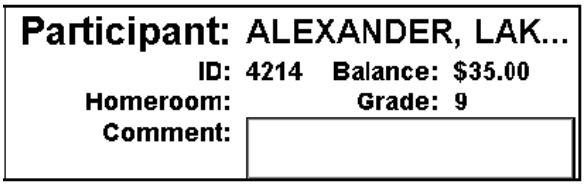


The Transaction Screen

The main features of the Transaction Screen are

- Participant window
- Menu window
- Data Entry Line
- Keypad window
- Purchase window

Status Line



The Participant window displays the participant's name, identification number, account balance, homeroom, grade, and any comments about the participant's account information. This would include information such as 'allergic to milk'

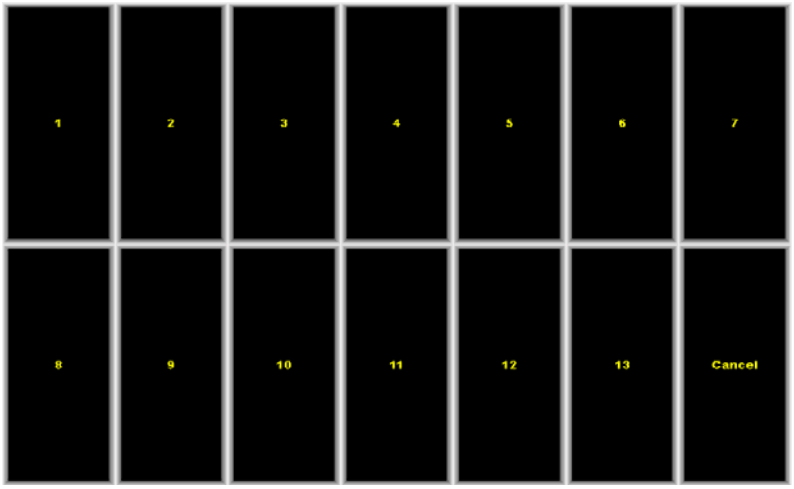
This window would also include a student's picture.

This feature is located and installed in the STILunch Back Office program.

Menu Window

- Press any item to add it to a transaction. When the item is selected, the price appears in the Purchase Window.
- Buttons can be configured to show meals, entrees, side dishes, fruit, beverages, desserts, etc. Buttons may also lead to groups of items in submenus.
- If the automatic reimbursable meal function is enabled, the system rings up a meal when initiated on the Touch Screen.

- This button on the Transaction Screen allows the cashier to serve participants that do not have an identification such as parents or visitors. Sales using this button are cash only. Press the **Meal** button. The Meal Status Code screen appears. The buttons on this screen are coded only a status to apply to the meal for the customer



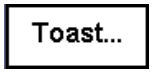
- Press a number to enter the status for the sale. To correct an error, press **VoidAll** to void the items in the Purchase window, press the Clear button, and then the Meal button again to make the correct Status Code selection.
- After the correct status code is entered via the Meal button, continue ringing up the sale. The price of a meal is automatically adjusted for the

status of the customer. To add an additional meal for this customer, press the Meal button a second time, and an additional meal is rung up.

- Ring up any additional items (a la Carte items, etc.) and press the **Enter** button.
- Collect the final amount due (cash only) shown in the top half of the Totals window and enter it in the Data Entry line (without decimal). Press the **Enter** button, and return the change (if any) to complete the sale.

Submenus

A Submenu Group button:

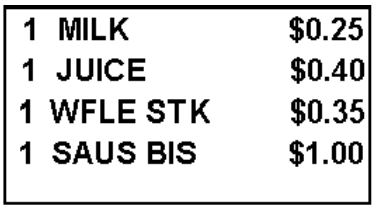


The cafeteria manager may create submenus. The Submenu buttons in the Menu window may have a group name, such as Toast… with specific item choices (such as different kinds of toasted bread) on a separate screen that appears when the cashier presses this button. Press the item to ring it up. The Transaction Screen reappears, showing the item in the Purchase window.

Totals Window

The Totals window displays the total purchase price, tax (if any), and the total amount due.

Purchase Window



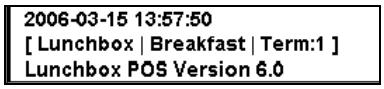
The Purchase window displays the items to be purchased and lists account transactions.

- Touch any item in the list to remove it from the transaction.
- Erase all items by pressing the VoidAll button on the Transaction Screen Keypad. Prices are adjusted automatically for the Status of the participant shown in the BackOffice program.

- If the Participant's code is in error, such as a Free lunch student ringing up as a Paid student), the cashier can ring up the student without a Participant ID, and enter the Free Status Code with the Meal key. Report the error to the cafeteria manager to correct the discrepancy.

Status Line

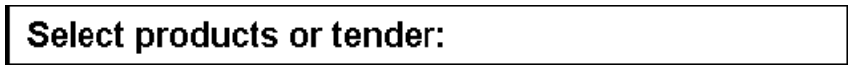
The Transaction screen Totals window, showing a Status line at the bottom:



The Status line at the bottom of the Transaction screen Totals window shows the date and time, Cashier Name, Serving Period, and Terminal Number, and software version information.

Data Entry Line

The cashier enters data into the data entry line with different prompts.



Data Entry line

The Data Entry line displays prompts that specify information to enter.

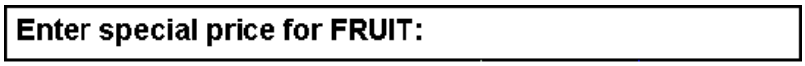
These prompts require that the cashier enter data before the program can proceed with the transaction. The data required is normally entered from the number keys on the Transaction screen Keypad, although some prompts, such as the **Select Cash** prompt and the **Select Products** prompt use entries from Transaction screen buttons

The information appears in the Data Entry line just to the right of the prompt.

Press the **Enter** button to accept the data prompted.

Open Price Items

Selecting an item that is not priced brings up in a Data Entry line prompt that requires the cashier to enter a price:



Enter the price authorized by the cafeteria manager, and press the **Enter** button.

Note: To correct and an error, void the item in the Purchase window, and ring it up again with the correct price.

Keypad Window Functions

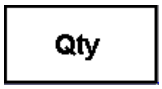
Return	Clear	Qty	Logout	Recall
Adult	7	8	9	Charge
Deposit	4	5	6	Check
Lookup	1	2	3	Cash
VoidAll	Read Left	0	Read Right	Enter

Transaction Screen Keypad window

The Number keys are used to enter numeric information, such as Student ID, amounts of deposits to accounts or amount of items that are not priced.

Quantity

The Transaction screen Quantity button:



Complete the following steps to use the Quantity function:

- Using the numeric characters on the Keypad window, press the number(s) for quantity.
- Press the **Quantity** button.
- Press an item from the Menu window.
- The correct number of items and charge will appear in the Purchase window.

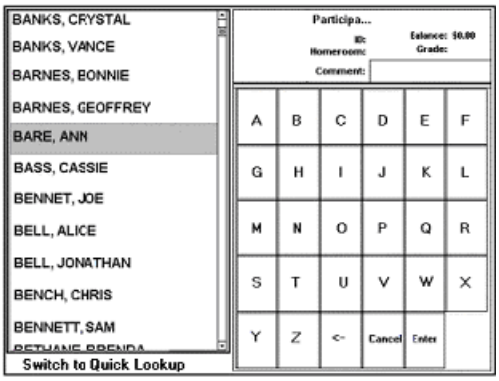
Note: The **Clear** button allows the cashier to clear a participant from the Transaction screen. Items in the Purchase window are cleared by touching them (one by one), or by pressing **VoidAll** to void all the items at once.

Lookup

Complete the following steps to Lookup a student:

- 1 On the Transaction screen, press the **Lookup** button.

- The Student Lookup screen appears, showing a list of student names.



Student Lookup screen

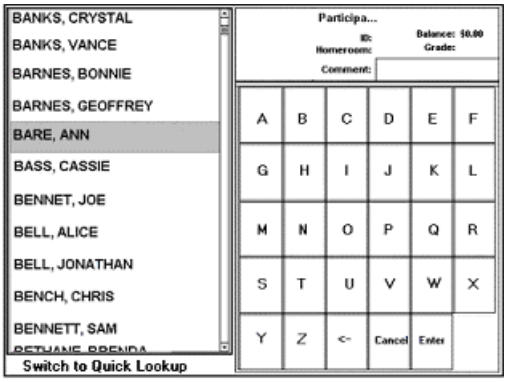
- Using the characters from the Keypad window, press the first few letters of the student's last name. The Backspace symbol (**<-)** erases characters from the Search window
- Find the student's name in the left window.
- Press the student's name.
- Press the **Enter** button. The Transaction screen appears, showing the Student Name, ID Number, and other stored information for that student.

Quick Meal Sale

Complete the following steps to do a Quick Meal Sale.

- On the Transaction screen, press the **Lookup** button.

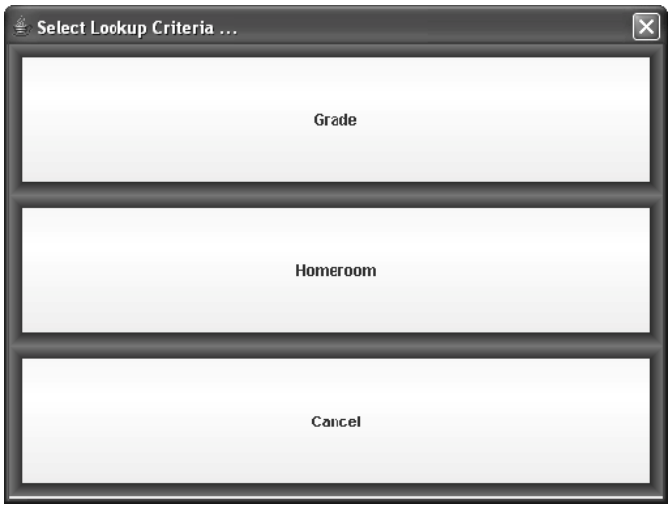
- The Student Lookup screen appears, showing a list of student names.



Student Lookup screen

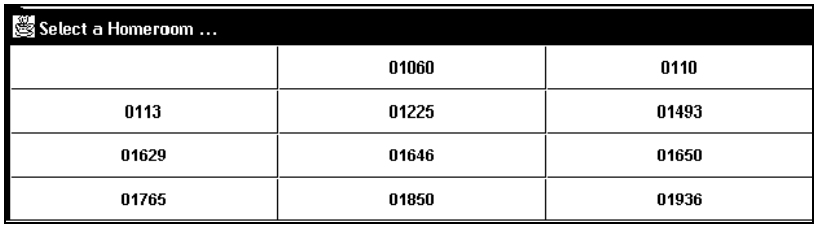
- Click on the Switch to Quick Lookup button at the lower left corner of this screen.

- Next you see the “Select Lookup Criteria” dialog box where the user can select whether they want to sell meals by the grade or by the homeroom. The entire panel that says “Homeroom”, for example, is one large button. Touching this button takes the user to the Homeroom selection screen. Touching the “Grade” button takes the user to the Grade selection screen.



Select Lookup Criteria Screen

- The “Select a Homeroom” screen is a collection of buttons listing all the homerooms found at the site. The “Select a Grade” screen is a collection of buttons listing all the grades found at the site. Below is an example of the “Select a Homeroom” screen. Touching one of these takes you to the meal sale screen.

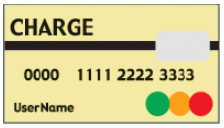


Select a Homeroom Screen

- Touching a participant button on the Quick Meal Sale screen below sells a meal to that participant and changes their button color to yellow. In the example screen below, this student was the last participant sold a meal so the participant panel reflects his information. If a child’s balance is insufficient to pay for a meal, the pos software switches to the transaction screen and forces the cashier to select Cash, Check, or Charge to tender the meal, and then switches back to the Quick Meal Sale screen. Touching the Back button takes the cashier back to the transaction screen at any time.

Homeroom Students Screen

Charge



The **Charge** button is used to debit a participant's account for an amount.

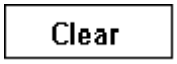
Recall

The **Recall** button:

If a student has just purchased a meal and/or a la Carte items, the cashier can pull up the last transaction in the register by pressing the **Recall** key. The last transaction appears, and the cashier can edit it as desired, making a refund to the student for a returned item, if appropriate.

Clear

The Transaction screen **Clear** button:



The **Clear** button allows the cashier to clear a participant from the Transaction screen. Items in the Purchase window are cleared by touching them (one by one), or by pressing **VoidAll** to void all the items at once.

Logout Button

The **Logout** button is used to exit the Transaction screen. After pressing the Logout button, a Logoff Verification message appears.

Enter

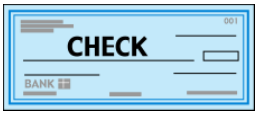
The **Enter** button is used to manually enter data that the POS Touch screen is requesting. This data can be a check number, the special price for a non-priced item like fruit, where the cashier enters the price, and then presses Enter. It can be a participant's ID when performing a manual lookup, where the cashier enters an ID and then presses Enter.

Some transactions use the Enter button to tender the transaction. Other transactions use the Cash, Check or Charge buttons for transaction tendering. See Chapter 400 for instructions on tendering transactions.

VoidAll

The **VoidAll** button is used to void all of the current entries in the purchase window.

Check



Press the **Check** button to tender payment by check. The system prompts the cashier to enter a check number.

Cash

Press the **Cash** button to tender payment by cash.

Read Right

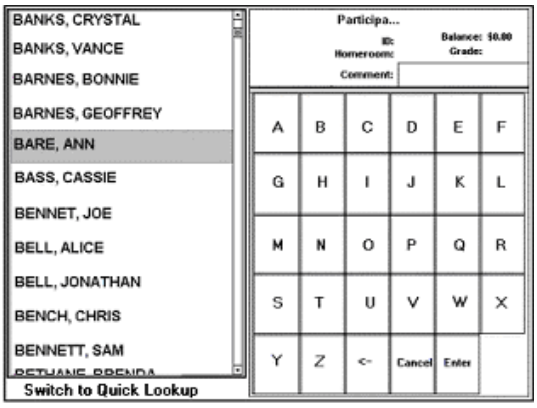
The **Read Right** button allows the cashier to access the account of the next student who has entered his/her Participant ID into the right external ID entry device. The student uses this device to key in (or swipe in) his/her student ID number. If several entries have been made, the student's account displays in the order in the order it has been entered.

Read Left

The **Read Left** button allows the cashier to access the account of the next student who has entered his/her Participant ID into the left external ID entry device. The student uses this device to key in (or swipe in) his/her student ID number. If several entries have been made, the student's account displays in the order in the order it has been entered.

Student Lookup Screen

The Student Lookup screen allows the cashier to look up students.

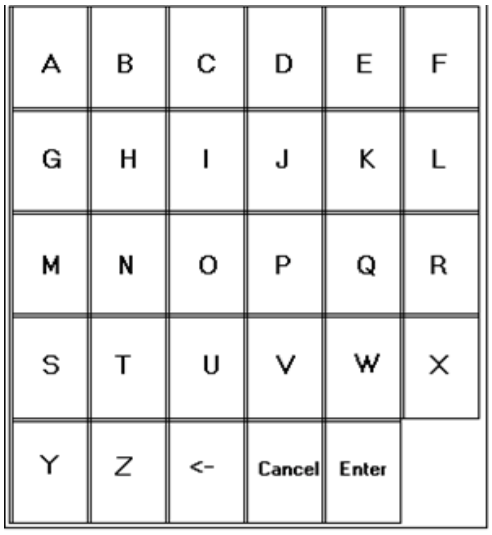


Student Lookup Screen

- Using the characters from the Keypad window, press the first few letters of the student's last name. The Backspace symbol <- will erase characters from the Search window.
- Find the student's name in the left window.
- Press the student's name.
- Press the **Enter** button. The Transaction screen appears, showing the Student Name, ID Number, and other stored information for that student.

Student Lookup Screen Keypad Window

The Student Lookup Screen Keypad window:

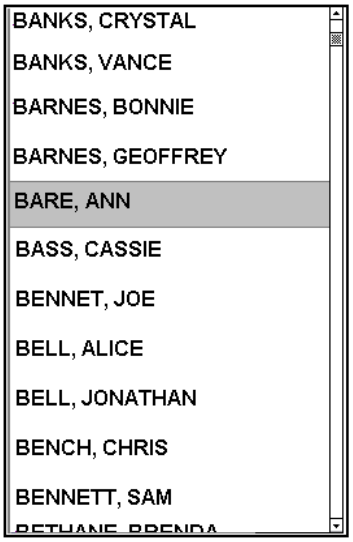


The cashier uses this alphabet keypad to input the first few letters of the student's last name. Student names with those letters appear in the Student Name window to the left.

This window also contains **Backspace**, **Cancel** and **Enter** buttons. The Backspace button (<-) erases characters from the Search window one character at a time.

The Cancel button closes the Lookup screen and returns to the Transaction window without selecting a participant. Select the desired student name by pressing the student's name and then pressing the **Enter** button.

Student Lookup Screen Search Window



Student Lookup Screen Search window:

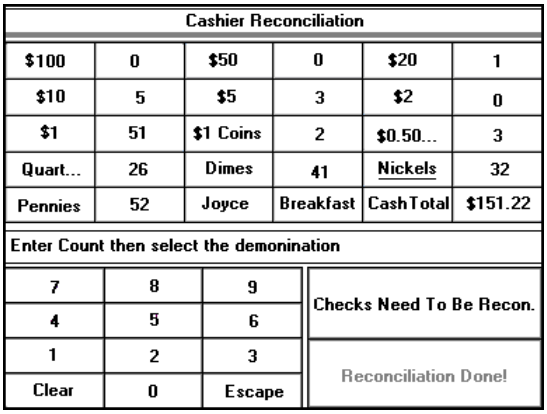
This window displays Student Names in alphabetical order. The cashier can use the cursor to cursor down the list, or the alphabetical key on the keypad to enter the first few letters of the student's last name.

Select the desired student name by pressing the student's name and then pressing the **Enter** button.

The Transaction screen appears, showing the Student Name, ID Number, and other stored information for that student.

Cashier Reconciliation Screen

When the cashier logs out and closes the register for a Serving Period, the closing cash must be entered on this screen.


Cashier Reconciliation
$100 0 $50 0 $20 1
$10 5 $5 3 $2 0
$1 51 $1 Coins 2 $0.50... 3
Quart... 26 Dimes 41 Nickels 32
Pennies 52 Joyce Breakfast CashTotal $151.22
Enter Count then select the demonination
7 8 9
4 5 6
1 2 3
Clear 0 Escape
Checks Need To Be Recon.
Reconciliation Done!

Cashier Reconciliation Screen

Enter closing cash and then reconcile checks. Refer to the next two headings for details on these two steps.

Number of Each Denomination Window

Cashier Reconciliation					
$100	0	$50	0	$20	1
$10	5	$5	3	$2	0
$1	51	$1 Coins	1	$0.50	3
Quart...	26	Dimes	41	Nickels	32
Pennies	52	Joyce	Breakfast	Cash Total	$151.22

This window reflects the numbers entered for each denomination of currency, and presents the total closing cash in the lower right-hand corner. It also shows the Cashier's Name and the Serving Period. Instructions:

- In the prompt **Enter Count then select the denomination**, enter the number of a denomination on the **Enter Count** keypad. In the example above, the cashier pressed **3** and **2** after counting the nickels.
- Then press the Currency button (which shows the dollar sign or currency name) to enter the number into the field next to that denomination. In the example above, the cashier pressed Nickels.
- The screen displayed **52** in the field for Nickels.
- Continue with each type of bills and coins.

Enter Count then Select The Denomination Prompt

Enter count then select the denomination:

The 'Enter Count then select the denomination:' prompt stays on the screen.

When the cashier enters the number of nickels, that number appears to the right of the prompt. Then the cashier presses the appropriate Currency field by pressing the **Nickels** button, the number on the prompt line disappears, indicating that it has been successfully entered.

Note: To correct an error, press **CLEAR** and then enter the correct number and press the correct denomination field. The new entry displays.

Enter Count Keypad

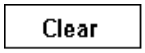
The Enter Count keypad:

7	8	9
4	5	6
1	2	3
Clear	0	Escape

The cashier uses this keypad to enter the number of each denomination of currency.

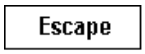
Then the cashier presses the appropriate **Currency** button to enter the count into the currency field.

Enter Count Keypad Clear button



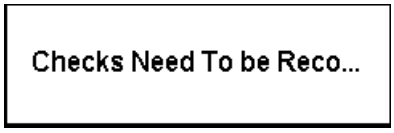
Use the **Clear** button to clear an entry. Then enter the number again.

Enter Count Keypad Escape button



Use the **Escape** button to close the register without completing Cashier Reconciliation. The cashier can log in later to complete Cashier Reconciliation.

Checks Need To Be Reconciled button



When there are checks to be reconciled, the button is **RED**.

Once the closing cash has been entered, press the button to reconcile checks.

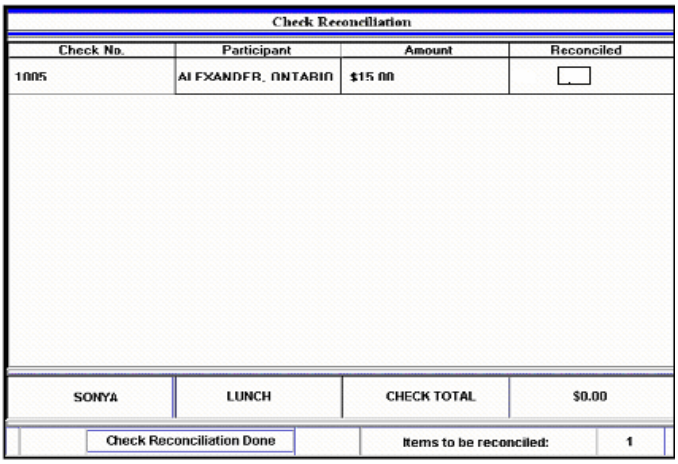
- If there are not any checks, this button is inactive and **GRAY**.

Reconciliation Done! Button

This button is inactive until the cashier has completed all parts of Cashier Reconciliation for a Serving Period.

Check Reconciliation Screen

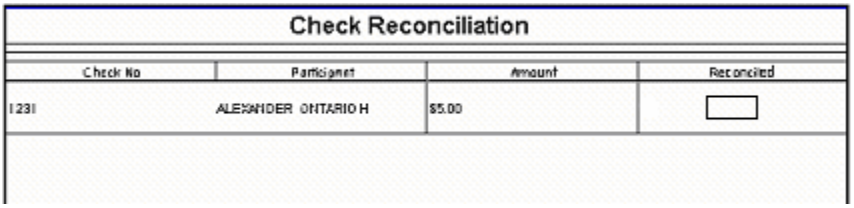
After entering close there are checks.



The major sections of this screen include:

- The Check Data window (Top)
- The Cashier Name, Serving Period and Check Total.

Check Data Window



Check Data window:

The Check Data window includes four fields. Three of the fields can be edited.

- **Participant Name**. This field cannot be changed.
- **Check No**. If the number in this field is not correct, press it. The Check Reconciliation Edit Screen appears. Correct the information.
- **Check Amount**. If the number in this field is not correct, press the amount on the screen. Reconciliation Edit Screen appears. Correct the information selecting the amount and then click on the “AMOUNT” button.
- **Reconciled**. This field contains the setting **Empty Box**. If the information concerning the check is correct, click inside the box. This will add a check make which means that is has been reconciled. **Blank**

Box = Not Reconciled, Checkmark = Reconciled. The check is reconciled. As checks are reconciled, they are sorted to the bottom of the display, keeping the checks that have not been reconciled at the top of the screen. When all checks are reconciled, press the button Check Reconciliation Done. The Reconciliation screen displays again.

Cashier Name, Serving Period, and Check Total Window

This window shows the cashier's name, the current Serving Period, and the amount of checks reconciled.

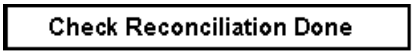
Note: The check total is $0.00 when checks have not been reconciled.

Items to be reconciled Window

This window shows the remaining number of checks to be reconciled.

Note: Items to be reconciled must equal zero (**0**) before the button **Check Reconciliation Done** becomes available.

Check Reconciliation Done Button



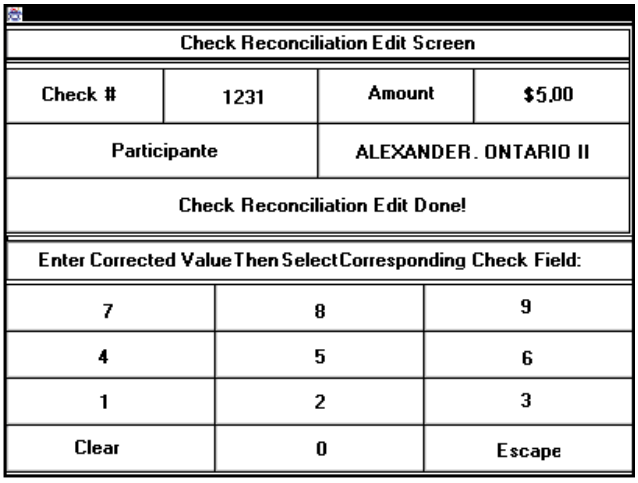
This button remains inactive and **GRAY** until all checks are reconciled.

When check reconciliation is complete, the button becomes active and **RED**.

Press the button to complete Check Reconciliation and returns the system to the Cashier Reconciliation screen.

Check Reconciliation Edit Screen

When the cashier presses the **Check #** or **Check Amount** field for any check on the **Check Reconciliation** screen the **Check Reconciliation Edit** screen appears.

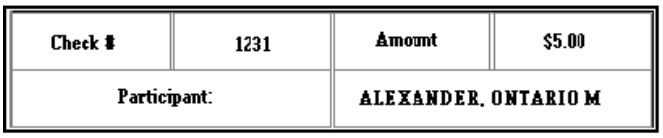


The major sections of this screen include:

- The Check Edit window (Top)
- The Check Reconciliation Edit Done! button
- The Enter Corrected Value Then Select C

Check Edit window

The Check Edit window:



This window allows the cashier to edit the Check Number and Amount of any check.

Complete the following steps to alter the Check # field or the Amount field.

- Enter the correct number on the keypad.
- Then press the **Check#** button or the **Amount** button to enter the number showing in the Enter Corrected Value

Enter Corrected Value Then Select Corresponding Check Field prompt

The Enter Corrected Value Then Select Corresponding Check Field prompt:

This prompt stays on the screen. The number the cashier enters on the keypad is shown to the right of the prompt. When the cashier pressed either the **Check#** button or the **Amount** button, the number is applied to the check information.

Note: When entering a revised amount, do not enter a decimal point. For example, press the numbers **800** to enter the amount of $8.00.

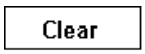
Check Reconciliation Edit keypad

The Check Reconciliation Edit keypad:

7	8	9
4	5	6
1	2	3
Clear	0	Escape

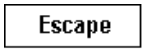
The cashier enters corrected numbers for the Check Number or Check Amount with this keypad.

Check Reconciliation Edit keypad Clear button



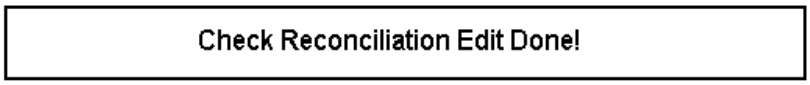
This button clears an entry from the prompt line. Reenter the desired number.

Check Reconciliation Edit keypad Escape button



This button allows the cashier to escape from the screen without editing any data on the selected check. The Check Reconciliation screen reappears.

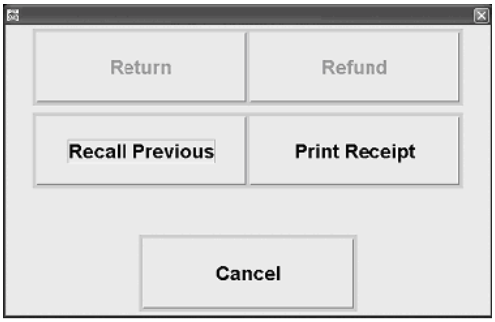
Check Reconciliation Edit Done! button



Press this button to complete the edit. The Check Reconciliation screen appears.

Other Tasks

On the transaction screen, locate and press the **Other Tasks** buttons. The following window appears.



Other Tasks Screen

On this screen, the following functions are available.

- **Return**. Press this button to start a return transaction.
- **Refund**. Press this button to start a refund transaction.
- **Recall Previous**. Displays the last transaction in the register. You can also look up a participant that wasn't the last one served. To recall the last participant served you can also use the **Recall** key. This will allow the cashier to edit the previous transaction.
- **Print Receipt**. Press this button to print a receipt. To print receipts, the terminal must be attached to an IBM 4610 printer. Even if the school has more than one terminal, all the terminals can share the 4610 printer. The pos terminal that has the printer attached to it must be running; even it is just sitting at a login screen

Appendix B: Warning Messages

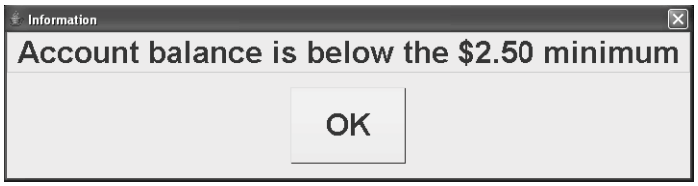
Overview

This following warning messages and prompts appear within the STILunch POS Touch Screen application.

Warning messages and prompts provide information or choices important to the cashier. For example, the Logoff Warning screen prompts the cashier about to log off. If the warning screen did not appear, touching the Logoff button accidentally would log the cashier off the system immediately.

The warning messages and prompts are listed alphabetically.

Account Balance Is Below Minimum Warning



This warning appears when a student's account balance is below a specific amount. This is an optional feature that is determined and set up by the cafeteria manager using STILunch BackOffice.

- Press **OK** and continue ringing up the transaction if allowed, and that additional payment is required.

Already Closed for: Warning

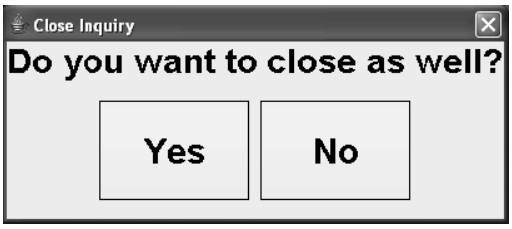
This warning appears during period specified. The system lists the cashier as already logged on

Already Logged In Warning

This warning appears when the system will not allow the cashier to log on for the Serving Period specified.

The system lists the cashier as already logged on for this Serving Period. If this is an error, the cafeteria manager can reset that cashier's ID using Cashier Reset in POS BackOffice and allow the cashier to log back in.

Close Warning



This warning appears when the cashier is about to 'close'.

- Press **YES** to bring up the Cashier Reconciliation screen.
- Press **NO** to go immediately to the Login/Shutdown screen and log off without closing the meal.

Deposit Applied To The Balance Due Warning

This warning appears when the Participant’s deposit has been applied to the balance due.

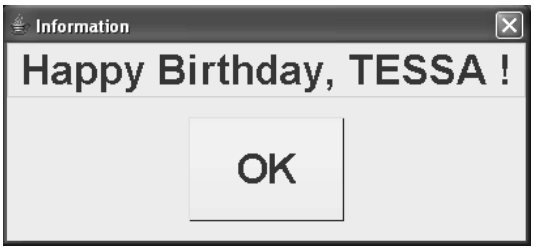
- Inform the Participant (student) that the deposit was applied.

Extra Meal Warning

This warning appears when a participant is purchasing an extra meal that will be paid for at full price. This screen prevents the accidental sale of two meals at one time.

- Press **YES** to allow the transaction to occur. The participant buys a second meal at full price.

Happy Birthday Warning



This warning appears on the birthday of the student. This is an optional feature that is determined and set up by the cafeteria manager using STILunch BackOffice.

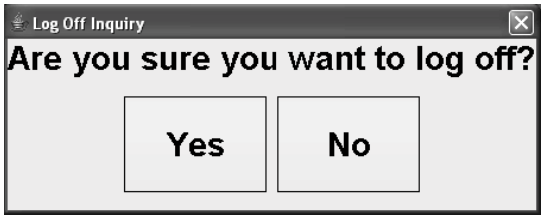
- This is a prompt set up in POS Back Office if desired.
- Press **OK** to continue.

Incorrect Password Warning

This warning appears when the cashier enters an incorrect password.

- Press **OK** to clear the dialogue box.

Logoff Warning



This warning appears when the cashier is about to log off.

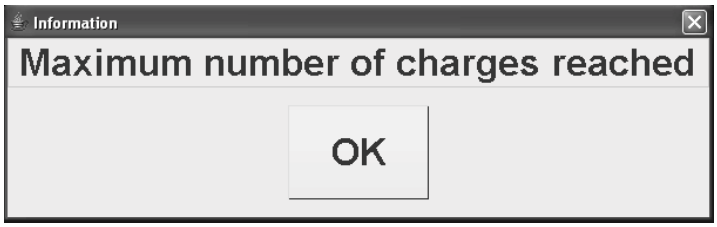
- Press **YES** to continue. The Close Warning dialog screen appears.
- Press **NO** to return to the Transaction screen.

Maximum Charge Amount Exceeded Warning

This warning appears when the maximum amount of allowable charges on an account has been reached. This is a setting determined by the cafeteria manager in Back Office.

- Press **OK** to return to the system.

Maximum Number of Charges Reached Warning



This warning appears when the number of charges allowed has been reached. This is a setting determined by the cafeteria manager in Back Office.

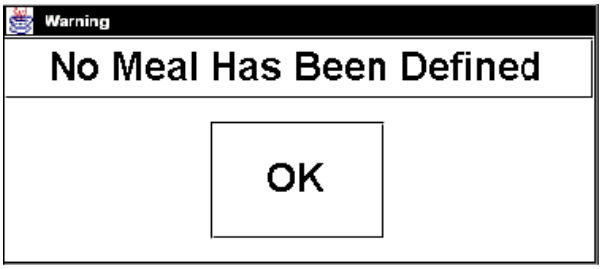
- Notify the student that no further charges will be allowed.

Meal Only Warning

This warning appears when a student's account is restricted to allowing the purchase of meals only and the student attempts to purchase another item on the student account.

- Press **OK** to return to the system.

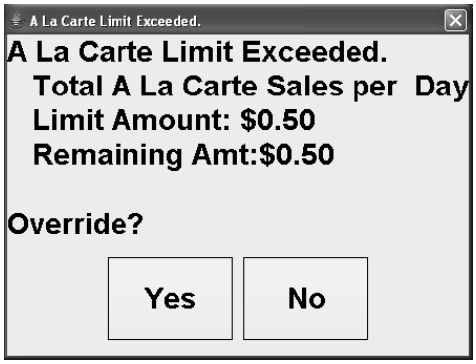
No Meal Has Been Defined Warning



This warning appears when the POS Touch Screen application does not have a defined meal for the Serving Period.

- Press **OK** to return to the system.
- The cafeteria manager must input the meal in POS BackOffice.

Override A La Carte Limit



This warning appears when the a la carte limit has been set on the participant account.

- Press **YES** to override the limit and all

Participant ID Has Been Used Warning

This warning appears if the participant's Account ID has already been used during this Serving Period.

Press **OK**. The Extra Meal Dialog screen appears. This screen allows the cashier to sell the student an extra meal.

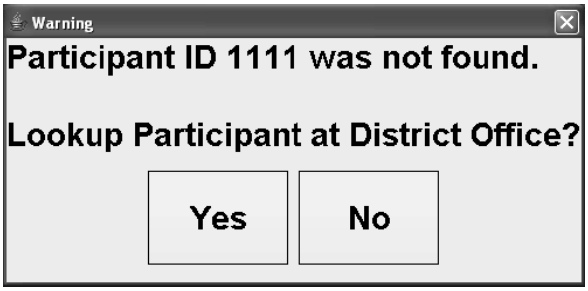
- Press **YES** to sell an extra meal (at full price).
- Press **NO** to sell additional a la Carte items.

Participant ID Was Not Found Warning

This warning appears if a student's account is not properly recorded in the system.

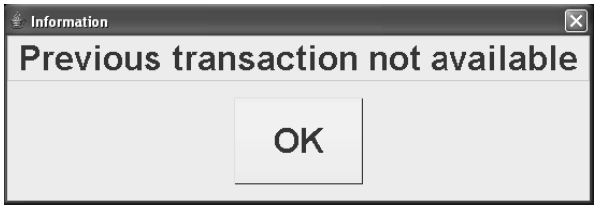
- Press **OK** to return to the system.

Participant ID Was Not Found Warning (District Lookup)



- The student's account must be entered in POS BackOffice.

Previous Transaction Not Available Warning



On the last transaction is deleted. If the cashier presses the **RECALL** button trying to access the last transaction, this warning appears.

- Press **OK** to return to the system.

Previously Used Adult War

This warning appears if an Adult participant's Account ID has already been used during Serving Period.

- Press **OK**. The Extra Meal Dialog screen will clear.

Training Mode Warning

This warning appears when the cashier has been designated as a trainee. The POS Touch Screen works normally, but sales information is not recorded.

- Press **OK** to return to the system.
- Refer to the POS BackOffice User's Guide for information on setting up trainees.

Index

A

Account Balance Is Below Minimum Warning 57
Account Payment 22
Already Closed for
  Warning 57
Already Logged In Warning 57
Appendix A
  Screen Descriptions 32
Appendix B
  Warning Messages 57

B

BackDate 35
Begin Serving Period 9

C

Cash 47
Cash Payment 21
Cashier 32
Cashier Name, Serving Period, and Check Total
    Window 53
Cashier Reconciliation Screen 6, 49
Charge 45
Charge to Account 22
Check 46
Check Data Window 52
Check Edit window 54
Check Payment 22
Check Reconciliation Done Button 53
Check Reconciliation Edit Done! button 55
Check Reconciliation Edit keypad 55
Check Reconciliation Edit Screen 7, 53
Check Reconciliation Screen 7, 52
Checks Need To Be Reconciled button 51
Clear 45
Clear Function 36
Clear Password 34
Close Warning 58
Closing Out 25
Collect Payment 20
Conventions 3

D

Data Entry Line 41
Deposit Applied To The Balance Due Warning 58

E

Enter 46
Enter Corrected Value Then Select Corresponding
    Check Field prompt 54
Enter Count Keypad 50
Enter Count Keypad Clear button 51
Enter Count Keypad Escape button 51
Enter Count then Select The Denomination Prompt 50
Enter Customer Information 12
Enter Data on Data Entry Line 19
Enter Participant ID Prompt 19
Enter Special Price Prompt 19
Enter Starting Cash 10
Enter Starting Cash Keypad 36
Enter Starting Cash Screen 4, 35
Escape 34
Escape Function 36
Extra Meal Warning 58

H

Happy Birthday Warning 59

I

Incorrect Password Warning 59
Introduction 1
Items to be reconciled Window 53

K

Keypad Window Functions 41

L

Log In To System 9
Log Off 25
Login 34
Login Keypad 33
Login/Shutdown Screen 3, 32
Logoff Warning 59
Logout Button 46
Lookup 42

M

Make Account Deposits 23
Maximum Charge Amount Exceeded Warning 60
Maximum Number of Charges Reached Warning 60
Meal Only Warning 60
Meals 17
Menu Window 39

N

New Features/Functions in STILunch v7.0 1
No Meal Has Been Defined Warning 61
Number of Each Denomination Window 50

O

Open Price Items 41
Other Tasks 23, 55
Override A La Carte Limit 61
Overview 1, 3, 9, 25, 31, 57

P

Participant ID Has Been Used Warning 61
Participant ID Was Not Found Warning 62
Participant ID Was Not Found Warning (District Lookup) 62
Password 33
Press Enter to Exit 37
Previous Transaction Not Available Warning 62
Previously Used Adult War 63
Processing Meals 11
Purchase Window 40

Q

Quantity 42
Quick Meal Sale 43

R

Read Left 47
Read Right 47
Recall 45
Reconcile Cash and Checks 26
Reconciliation Done! Button 51
Ring Sales 17
Ringing A La Carte Items 18

S

Select Cash Prompt 20
Select Products Or Tender Prompt 20
Select Products Prompt 19
Serving Period 33
Shut Down 31
Shutdown 34
Starting Cash Total 36
Status Line 38, 41
Student Lookup Screen 5, 47
Student Lookup Screen Keypad Window 48
Student Lookup Screen Search Window 48
Submenus 40

T

Totals Window 40
Touch Screen Basics 3
Training Mode 8
Training Mode Warning 63
Transaction Screen 5, 11, 37

U

Use Adult Button 16
Use Breakfast Cash as Lunch Starting Cash 30
Use Meal Button 15
Using Menu Window 18
Using Transaction Screen Keypad 20

V

VoidAll 46